

Runnymede Adventure Club Policies and Procedures

Current to 2010-11-14

Safe Arrival Policy

A child enters RAC each day with their parent/guardian or 14 yrs or older.

No child is to arrive alone, regardless of their age. RAC is not responsible for a child until he/she is signed into the Centre by the parent/guardian. The parent must sign their child in on the daily sign-in sheets every morning, by writing the first name of their child, time of arrival and their initials.

Any relevant information about the child that day including: special pick-up information, wellness should be put in writing and given to the staff

March Break, PA Days and Summer Camp

The safe arrival policy described above applies with the following exceptions. Please bring your child/ren to RAC by 10:00am. If the child will be arriving late parents must contact the centre to inform staff. Early arrival may be required for field trips or special events. Please note that late arrival for a field trip may result in your child being excluded from the trip.

Safe Departure Policy

(a) Children must be picked up no later than 6:00 pm. during the school calendar year. **For Summer Program ONLY, children must be picked up by 5:30pm.**

The parent/guardian is responsible for their child upon entering their child's RAC room/school yard at the time of pick-up.

(b) Parents/guardian are required to sign their child out on the attendance sheets and/or to ensure that a staff member is aware that the child is departing.

(c) If your child will be picked up before 3:15 pm on school days. Please notify RAC in writing or leave a message on the RAC answering machine (available 24 hours a day). Phone Messages may receive a call back to confirm the information.

(d) The Staff have been asked to follow the following policy **strictly**: Children will **only** be allowed to leave the centre with their parent unless their parent has stated otherwise. Staff will not allow a child to leave the centre with another person, except under the following circumstances:

(i) the signed Emergency Form authorizes pick-up by named persons,

(ii) written authorization by the custodial parent/s which permits the release of the child to a named person is given to RAC staff, the staff will then check photo ID of the pick-up person and fill out a Child Release Form

(iii) a copy of a court order or written separation agreement which permits the release of the child to another person is provided to the centre and is on file.

(e) RAC Children cannot be picked up by anyone younger than fourteen years of age. When a teenager does pick-up, we require written authorization provided by the parent

(f) Written authorizations must include the child's name and the times and the dates that the authorization covers.

Emergency Procedure for Late Pick-Up

In the event that a child is not picked up by a parent/guardian or authorized person by 6:00pm, and the parent has not contacted the centre, the staff on duty will:

(i) Check RAC's answering machine for any messages

(ii) Attempt to reach the parent/authorized person at all work, home and cell phone numbers listed on the Emergency Contact Form

(iii) If the parent/authorized person cannot be reached, they will be called continuously until 6:15pm and then the staff will telephone all the Emergency Contact Persons listed,

(iv) If no one on the Emergency Contact Form can be reached, the staff will notify the Supervisor.

(v) If a child is not picked up by 7:00pm, and no contact is made with anyone, the staff will call the Children's Aid Society.

Please note that late fees will apply.

When Your Child Does Not Arrive As Expected At Lunch And/Or After School

(a) Let RAC staff know if your child will not be attending the program on a particular day or if they will be late, ie. if they are attending a field trip or an after-school activity. This can be done by telling a staff member, sending a note in advance, writing the message in the RAC Daily Log Book or leaving a message on the RAC answering machine (**available 24 hours a day**).

(b) When a child does not arrive (without prior notice from a parent) as expected, one or possibly two staff are taken out of regular programming to conduct the search. If a child has not arrived by at lunch and after school, the staff begin an extensive search of the school, beginning with your child's school classroom teacher, the school office and a phone call to your home and/or office and/or cell phone. If a child cannot be located within the extensive search time of 30-45mins., the police are contacted and your child is reported missing!

Change of Address/Phone Numbers

Notify RAC **IMMEDIATELY** when there are any changes to addresses, phone numbers, names of contacts or other information on the Emergency Contact Form. The staff rely on this form when there is an emergency.