

## TRANSPORTATION POLICY

- Monarch Child Care Society **does not** make special arrangements to transport children to/from our program.
- Monarch Child Care Society **does** arrange for transportation to and from field trips on non-school days.
- If needed, a professional transportation company or Edmonton Public Transit will be selected in all instances.
- In an emergency circumstance (such as an instance of non-pick-up of a child after hours), the staff member will use a taxi service to take the child to Children's Service.
- Children grade one to six will be dismissed to school between 8:40-8:45 in the morning and 12:15-12:25 after lunch.

**NOTE:** Monarch Child Care Society **is not responsible** for children traveling between programs (Out-of-School-Care and school classrooms and vice versa).

- Monarch Child Care Society **is responsible** for kindergarten-aged children traveling between the Monarch Child Care and kindergarten. A staff member will walk the children to and from the respective programs.
- If a child **is not** accompanied by a Parent or Guardian, the Centre assumes **no responsibility** for the child until the child is in the playroom and signed in by staff. If a parent chooses to drop off the child outside the school or Monarch Child Care Society and the child does not, for whatever reason come into the playroom, the Centre staff **is not responsible**.
- Similarly at the end of the school day, if the child does not arrive to the playroom in a reasonable amount of time (15 minutes), the Centre staff **is not responsible**.
  - The parent(s) will be contacted and notified of the child's absence.
  - If staff is unable to contact a parent, then an emergency contact person would be called and notified of the child's absence from the OSC program.
  - Staff will contact School's Office and ask for the child's name to be announced via PA system.
  - Staff will look for the child if ratio allows.
  - At the discretion of the Director, given her assessment of the current situation and prior knowledge of the child, the Executive Director or Acting Supervisor will contact the police authorities and notify them of the child's absence.
- If a parent is not able to pick up the child and would like one of their designated emergency contacts or the person listed as an authorized person to pick them up they **STILL** need to let the staff know; leave a note in the communication book or sent an e-mail prior to the pickup time.
- If the person picking up the child is not listed as an emergency contact or as an authorized person to pick up the child parents need to provide the staff with written permission to release the child.
- The person picking up the child needs to be minimum 16 years of age except if a parent provides written instructions in advance that identify a specific individual under 16 for the purposes of picking up the child.

Children will not be released into the custody of persons other than their parents/guardians unless prior notice is given in writing to the Executive Director or another Centre staff member.

**For the safety of our children and respect for the staff, we appreciate you talking to your children about taking responsibility and getting to the Centre on time, letting staff know when you pick up your children, and informing staff in writing before pick up if someone else (who will need to show ID) will be picking up your children.**