

PICK UP AND LATE PICK UP-ADVISING CHILDREN'S AID

All children have files which are kept in each room. Parents are required to fill out these forms and keep them up-to date as necessary and once per year mandatory. Any person allowed to pick up the child/ren must be listed in the file. If a staff member is not familiar with parents, family members and/or friends picking up a child/ren they will ask for identification. The identification must have a picture of the person with the person's name and will be used to confirm that the person is allowed to pick up the child/ren from the centre. The staff will confirm by comparing the name on the identification to the names listed in the child/ren file.

If a child is not picked up by 6:00 p.m. and you have not received any message from the parent, attempt to contact the parent to establish a pick-up time. If you cannot reach the parent, call the emergency contact numbers and explain the situation.

If by 6:30 p.m. you have received no commitment regarding a pick up time from the parent or emergency contacts, please call Atina. If Atina is not available, please leave a message on the machine and call Jennifer and/or Swagata.

If by 7:00 p.m. no contact has been made with the parent or emergency contact, call Atina (or Jennifer and/or Swagata if you cannot reach Atina*). You will be instructed to call the appropriate Children's Aid Society:

Children's Aid	(416) 924-4646
Catholic Children's Aid	(416) 395-1500
Jewish Family Services	(416) 638-7800
Native Family Services	(416) 969-8510

*If Atina, Jennifer and Swagata cannot be reached, call the appropriate agency and let them know that you have a child in your care and you cannot establish a pick up time. Call Sean Graney (cell(416) 994-1464) to advise him of the situation and then call Atina and leave a message on her machine.

Please fill out the report below.

CHILD'S NAME: _____

DATE: _____ TIME: _____

AGENCY CONTACTED: _____

NAME OF CONTACT: _____

DETAILS: _____

STAFF SIGNATURE: _____

(Include time of pick up, name of pick up person and explanation that was given. Use other side of paper if necessary).