### Purpose

The safety of our children is a priority in our centre.

### Policy

Children will be supervised by an adult at all times.

Children will be signed in and out of the program by a staff.

Staff will be aware of the total number of children in their program daily.

Notations of absence will be made on the sign in sheets and in the daily written record (Classroom).

Staff will make a notation on the sign in sheets of who dropped off the child and picked up the child. (I.e. mom, dad, aunt, friend)

Once a child is signed out of the program, the child is the responsibility of the parent/guardian and should not be left unattended.

Children should not be given the code on our front door and should not be allowed to press in the code.

Ratios in the infant rooms and in our playground are never reduced.

Should a child be considered missing, staff will follow protcols of our Missing Child policy.

Any incident that could be considered a security risk to the staff or children in the Child Care Centre will have accompanying documentation. (ie Indicent Reports)

There will be two staff present in the building at any time.

To ensure staff safety, any family meetings will be planned with other employees available.

### Procedure

1. Staff is responsible to sign children in and out of the program as they arrive and depart each day.
2. Counting children periodically and especially at transition times (i.e. such as going from the yard to inside) or on field trips is a good way to ensure all children are accounted for.
3. When planning community outings staff need to be particularly aware of the risks and plan for the appropriate amount of adult supervision.
4. Staff ratios to children will be higher for water activities and field trips.
5. Parents/guardian must keep all personal information and emergency contact information current.
6. Children will not be released to anyone other than their custodial parent or guardian unless staff has been notified otherwise by the parent.
7. Staff will confirm a person’s identity through picture identification before the child is released.
8. Information from this policy will be provided in the Parent Handbook and reviewed with families upon intake.