

Ranchlands Children Come First

New Child Policy

Sept2/11

When a new child starts our program they must meet their care givers beforehand.

There is a check list on the registration forms that parents must check off once they have met the staff.

This policy has been put in place to ensure the safety of the new child and make them comfortable with the staff.

Ranchlands Children Come First now has all new children at all locations wear wrist bands for the first week at the program. The wrist bands have the name of the program and phone numbers and emergency cell numbers. This is a good reminder for all new children that they attend our program and where they must go for lunch or afterschool.

The program operators will ensure that all staff is aware of children's developmental needs. (ie. Children's maturity levels, special needs) Staff are informed about new children and their need via the message book, staff meetings, reading new forms and talking to the directors.

Children that are in Kindergarten and Grade one automatically are taking to and from school each day. However when there are new children starting the program we will walk them back and forth until they are comfortable. If there are any other children that wish to be walked to and from school they will be. If the Director feels that a child needs some extra assistants we will walk them back and forth as well. Children in grades 2-6 can walk to and from the program on their own if their parents wish to allow them if not they are welcome to walk back and forth with the staff and meet us at the meeting place. We do currently have children that are in grade 2-6 that walk back and forth with a staff. Children in the grade2-6 age group will be allowed to walk allow with the discretion of the directors and parents the developmental needs of the child are taken into consideration when making this decision.

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Attendance Policy:

Sept2011

Staffs are instructed that throughout the day that attendance forms are checked for accuracy. Staff will ensure that sign in/out times are accurate and that all children are signed out with times at the end of each day. The building will be thoroughly checked before staff departs the building. This will ensure that children cannot be left in the building after hours. As well when children are taken outside there is a list that is made of which children are outside. Children also use magnet boards to indicate what rooms they are in with name tags that they place on the room's door that they are currently in.

A tracking system for children arriving or leaving the building without an adult has been developed to ensure that the child arrives safely at the program/at home. Parents whose children walk to the program will be required to contact the program prior to the child's departure from home, and then contact the program when the child is expected to arrive. Parents whose children walk home from the program must sign a release form and must also ensure that when the child arrives home that the program is contacted immediately by the parent. Parents whose children depart the program closer to the closing time of 6 pm need to realize that the program will close and that a staff will not remain behind after hours.