



Child Abandonment Procedure

If a child has not been picked up by fifteen (15) minutes after closing time, the following procedure outlines expectations for an abandoned child:

1. Educators will call parents/guardians listed on file. If parent or guardian does not respond, Educators will call emergency contact.
2. Educator will communicate with Director/License Holder that child has not been picked up and whether any contact was made with parents, guardians or emergency contacts.
3. Director or Designate will call RCMP and Child Services, if unable to reach any of the child's contacts and the child is not picked up within 60 minutes of closing.
4. Educator will stay with child until RCMP, Child Services and/or family has attended.

Director/Licence Holder Responsibilities:

1. Confirm 911 has been called, call if needed.
2. Communicate with License Holder and/or Licensing Officer regarding incidents.
3. Complete Incident Reporting.
4. Communicate with families about the incident and support as able.