



Lost or Missing Child Procedure

Educators complete head counts regularly, minimally every ten (10) minutes. If a child is identified as lost or missing, the following procedure outlines expectations for a lost or missing child:

1. Educators will communicate via 2-way radio that a child is lost or missing, identifying which child.
2. Educators will immediately send at least one person to each entrance or exit door.
3. Educators will complete an attendance check, confirming each child that has been checked in is present.
4. Director or Designate will search each washroom, hallway, play area & structure, outside play space, storage room, parking lot and adjacent business.
5. Director or Designate will contact parent/guardian and License Holder while an Educator calls 911 if child remains unfound.

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.



Awol Child Procedure

Educators complete head counts regularly, minimally every ten (10) minutes. If a child is identified as leaving without permission, the following procedure outlines expectations for a child leaving program without permission:

6. Educators will communicate via 2-way radio that child is running, attempt as possible to prevent child from exiting facility by locking doors, providing a barrier.
7. Educators will immediately send at least one person to each entrance or exit door.
8. Educators will complete an attendance check, confirming each child that has been checked in is present.
9. Director or Designate will contact parent/guardian and License Holder while an Educator calls 911 if child continues to attempt exit.
10. Educators will complete Incident Report.

Director/Licence Holder Responsibilities:

5. Confirm 911 has been called, call if needed.
6. Communicate with License Holder and parent/guardian about incident, request assistance, if required.
7. Complete Incident Reporting, as required.