

West Vancouver Child Development Centre
2010 Olympic Procedures

Time line: January, February, March 2010

Hours of operation: 7:30a.m. - 6 p.m.

Drop of between 7:30 & 8:30 a.m.

In order to have proper child staff ratio during the Olympic months we will have a signup sheet at the daycare for families who wish to drop off between these times. It is very important that families inform the Director if you intend to drop off before 8:30 a.m. this is for the safety of your children.

Late Pick Up Policy

As stated in the parent contract, the Centre closes at 6:00pm. There is a late charge for every minute after 6:00pm (Please note the Parent Contract for the exact amount per minute). This penalty is payable directly to the staff and not the Centre.

1. I understand that the hours of the Centre are 7:30 a.m. to 6:00 p.m. I agree to make certain that my child is sent and picked up from the Centre within those hours. I also agree, if I am late for any reason, to pay a late fee of \$2.00 per minute payable to the staff.

When the parent(s) have been late 3 times, there will be a meeting called with the Director to review the policies and the contract to determine whether the present arrangement fits the needs of both the Centre and the family.

If the tardiness continues, the family will be given 30 days notice to find alternative care for their child(ren).

Parent/Guardian Not Picking Up Policy

If someone other than the parent is to pick up your child, the Centre must have written notice or, in an emergency situation, verbal (over the phone) permission prior to letting your child go. The "pick-up" person must provide photo ID to verify the name given by the parent/guardian. If no photo ID is provided, the child will not be released.

Pick Up by a Minor

People authorized to pick up your child must be over the age of 18. The Centre will not release any children to minors.

Child Left at Centre Policy

In the event a child is left at the Centre after closing, the following procedure is followed:

1. Phone parents at work or home.
2. Phone emergency contact.
3. Contact RCMP. An officer will come to the Centre with a social worker who will take custody of the child. The social worker, with the cooperation of the RCMP will try to contact the parents.

Emergency Contact

During these few months you may want to consider having an emergency contact that is close to the centre.

1. Family member, friend, neighbor, etc...
2. Check with families currently in the centre, if you do not have a local contact. (Some families are willing to be on emergency pick up lists)

Paralympics March 12th – 21st

Early Drop off Signup sheet (7:30 -8:30)

Please print your child's name clearly!

Friday 12 th	Monday 15th	Tuesday 16th	Wednesday 17th	Thursday 18th

Friday 19 th

