

Safe Arrival & Pick-Up Procedures

At **NDPCI**, your child's safety is our top priority. These guidelines help ensure all children arrive and leave the program safely.

Arrival (Drop-Off)

- Children must be **signed in** by a parent/guardian
 - Please **speak with staff** at drop-off and share any updates (e.g., pick-up changes)
 - If someone new will be picking up your child, **written authorization is required**
 - Parents may be asked to remain briefly to support **safe supervision and ratios**
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If Your Child Will Be Absent

- Please notify the centre if your child will not be attending
- If we have not heard from you, staff will begin contacting families shortly after program start

This is part of our commitment to ensuring every child's safety

Authorized Pick-Up

- Children will **only be released to:**
 - A parent/guardian
 - An **authorized individual** listed on file
 - All individuals must be **18 years or older**
 - Photo ID may be requested if the person is not known to staff
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Updating Pick-Up Authorization

- Changes must be provided **in writing** (email or communication app)
- Include the individual's **full name and contact information**

Late Pick-Up

- Please arrive on time for pick-up
- If you are running late, notify the centre as soon as possible
- Staff will contact parents/guardians if a child has not been picked up
- **Late fees may apply**

If a Child Is Not Picked Up

- Staff will continue contacting parents and authorized individuals
- If no one can be reached, appropriate agencies may be contacted to ensure the child's safety

Our Commitment

- Children are **never released unsupervised**
- Staff follow strict procedures to ensure every child is safely accounted for at all times

Thank you for helping us maintain a safe and secure environment for all children.