



Safe Arrival and Pick-up Protocol

****NOTE: If a child has been accounted for and then goes missing, coaches will complete a five minute search of the area and then call 911 and report a missing child. Coaches will then call the CSV Office and parents and notify everyone of the situation.****

Important for coaches:

Please encourage parents/guardians to contact the CSV Office if their child is not going to be in program by 2pm. They can email/call/text Susie at 604-802-4874 or susie@canadascores.org.

Daily Check In Protocol:

1. Students in the Canada SCORES after-school program will meet at the pre-determined location at the end of day bell as stated in the letter sent out after registration is confirmed.
2. Attendance will be taken by the CSV coaches within the first 10 minutes of the session. At this time, students may eat their snack and socialize with teammates or do quiet activities such as homework or reading a book.
3. If the CSV Office has not been notified of a child's absence and the child has not arrived at the program meeting place within 10 minutes after the bell has sounded, CSV coaches check with the school office or connect worker to see if a child was absent from school or left early.

4. If the child was not absent from school, CSV coaches will ask the school office staff to page the child to come to the meeting place. If within two minutes of the page, the child does not come to the meeting place, coaches will begin calling the contact numbers on the registration form. Coaches will call all contacts until they get confirmation regarding the child's location. If an emergency contact cannot be reached, coaches are obligated to phone the Police Department and report a missing child.

Daily Check Out Protocol:

6. Students who are given permission to walk home after the session has ended, are no longer being supervised after coaches have dismissed the team.

7. Students not authorized to leave on their own, must stay with the coaches until an authorized adult is visible to release the child to.

8. Parents or authorized adults are to pick-up their child at the designated pick up location at session end.

9. If no parent or authorized adult has shown up within 5 minutes of session end, coaches will ask students to call home and/or parent cell phone numbers. If no parent can be reached, coaches will call emergency contacts indicated on registration form. If no emergency contact can be reached, and the child is still not picked up within 30 min of program end, coaches are obligated to call the Ministry of Children and Family Services.

10. If coaches must call the Ministry, then they will notify the CSV Office and school staff of the issue.

****NOTE:** Coaches will record all the late pick-ups and will notify the CSV Office if it becomes an issue. Consistent late pick-ups, may result in the child being excused from participating in the program.