## ARRIVAL AND DEPARTURE

The ECC goal is promote positive exchanges between parents and the work team, to ensure stability, as much as possible, of the educator in charge of the arrival and departure moments. We have organized the playrooms to facilitate the communication between everyone in the morning during this time and to facilitate family separation (between children and parents, and brothers and sisters) to allow it to be easier and natural.

## **UPON ARRIVAL THE PARENT MUST:**

Be sure a staff member sees you drop off your child, when the children are outside.

When inside be sure the child and parent has washed their hands upon arrival.

Undress your child in the locker room and bring them to the playroom door, make sure the staff is aware of your child's arrival.

Parent must provide all necessary and useful information to the daycare about their children; health, behavior, another person picking up, etc...

## ON DEPARTURE THE PARENT MUST:

Read child's personal agenda, learn about the menu and the activity program;

Bring home dirty clothes in blue bag and bring back the following day clean clothes in the clean reusable bag provided.

If another person other than the parents is picking up the child, be sure they have their identification on them.

Be sure a staff member sees you leave with your child.

Once the children leave the daycare towards the parking lot they must absolutely be accompanied by an adult without running to the parking lot.