

LOST CHILD PREVENTION PLAN

The following is our plan of action to prevent a lost child.

ROUTINE ATTENDANCE:

Attendance: is one of the most important functions of the daycare routine. Staff is required to take attendance daily to ensure that all of our students are in daycare. Parents are requested to call the daycare by 8: 00 am, if the child will be absent from the daycare that day. They may leave messages on the daycare answering machine as they are checked regularly. The daycare staff will follow up any child on the attendance list that is absent.

Classroom List: Classroom teachers are given a list of students from their class who attend daycare. These lists are kept up to date and changes are made as required.

To ensure the safety of the children, parents are required to communicate directly with the daycare phone # to communicate any changes in the child's routine.

Sign in/ Sign out Book:

Every morning the group teacher or the person designated for that purpose will

- 1) receive the children in their classrooms,
- 2) do a visual check up of the child and
- 3) make sure that parent/caregiver sign in the child and set the correct arrival/dismissal time.

The number of children in attendance will be confirmed to the number of children enrolled that day.

Teacher will fill out a daily attendance sheet and deliver to the administration within the first hour of school. The daily attendance sheets of all classrooms will be bind in special Attendance Binder in the office.

Parents will drop off children at their respective classroom.

If a child arrives later or is being picked up before dismissal time, Parents will make a note in the sing-in/out Book.

Head count and Change of Activities, locations, bathroom and playgroups.:

Teacher and assistants will do quickly head counts periodically. Specially when the group of children is moved from activity, from location, periods of outdoor play and using the bathroom.

Morning Meeting:

After arrival and a short play time, children will gather for morning meeting. Teacher will take attendance then.

If a child is going to be late /absent that day: We request from parents to inform the day care center not later than 8am.

If a child is absent without notice: Teachers will inform the administration and they will follow up on that child.

If a child is sick and is absent for three days or more: Parents will be asked to provide a note form the doctor stating that he/she is ready to go back to school.

Staff /child ratio are maintained form the arrival of the first child at the start of the day to the departure of the last child at the end of the day.

SPECIAL TRIPS AND EVENTS

We understand that the potential for a child to go missing is increased during times of special activities and field trips. Our safety plan includes additional procedures for these times.

- 1- When a group plans a field trip outside the premises, an event /trip coordinator will be designated. This persons will be responsible for all aspects of the trip
- 2- Teachers and staff will be familiar with the destination prior to the date of the trip. Teacher might have made the trip so to be aware of the characterists and unexpected situation that may rise.
- 3- Teacher will make sure that all parents/caregivers gave consent in writing for the trip. Teacher will post a permit with all the names of the children attending on the day of the trip.
- 4- Teacher will request the presence of parent-chaperones for the day of the trip and will assigned specific kids, specific duties, to increase temporarily the teacher/child ratio.
- 5- Teacher will establish lines of authority for staff and volunteers during event/trip.
- 6- In the event of the group being separated, parents and other adults in the trip will be able to call the #classroom and reunite again.

In order to describe our accountability procedures we should keep in mind that:

- a- Attendance will be taken prior to start and activity or when leaving the center.
- b- Head counting and re-taking attendance
- c- Before a field trip the teacher /assistant will take attendance and register in attendance log.
- d- In case of field trip. Small groups will be assigned to specific volunteers, supervisors, and chaperones.
- e- In case of field trip, children will use a tag with name and #phone of our Childcare center.

LOST CHILD PROCEDURES

Instructions to staff for the reporting a missing child.

In case of a missing child, a report must be submitted immediately to the Child Care service administration, including Police Department, NY City Children Services, NY SCR

The director of the center will submit the report as soon as possible
Parents will be notified immediately by phone about their missing child.

In case a child gets lost:

- 1- We identify members of search team.
- 2- An area parameters will be set and transmitted to our staff.
- 3- In case of the child is not found immediately, the director will communicate to the Police Department, NY City Children Services, NY SCR and the parents.

What do we do to avoid the lost of a child:

- a. Parents drop off their child directly with the teacher at his/her classroom.
- b. Once the drop off has finished, classroom door is closed. Door will remain close at all times.
- c. Perform frequent head counts and check them with the daily attendance.
- d. Children will make a line and have a number (1,2,3, 4 or a,b,c,d, etc) when leaving the classroom to go, for example to the playground. The same routine will be performed when is time to move the group back into the classroom.
- e. In children 4years old we used the Buddy technique: each child will find and keep a buddy to walk to and from a given place.
- f. Any time that a field trip is organized, the teacher requires parent-chaperons to increase the adult-child ratio during that trip. Every chaperone has its one duties and is in charge of a group.
- g. Every child will use a small badge on the front with the name and phone number of the childcare center AND the school t-shirt that states Center's name, email and website.
- h. Children will be prepared for each trip
- i. Children will be part of routines everyday so they will know exactly what to expect and how to perform.
- j. At Dismissal, all children will keep seated in the circle until the teacher call their names. In this way we avoid a crowd at the door and avoid the possibility that a child manage to leave the classroom by himself.
- k. Only parents or persons with written authorization from parents will be allowed to take a child from the center.
