

DESIGNATED ALTERNATE and EMERGENCY CONTACT

No child (12 years old and under) is allowed to leave the Ottawa Japanese Language School's (OJLS) immediate premises without the accompaniment of their Parent/Guardian or an individual authorized to pick up the child. An individual can be a Designated Alternate or an Emergency Contact if specified on the Designated Permission List (DPL).

OJLS requires parents to identify at least one (1), preferably two (2) Emergency Contact(s) in case the Parent/Guardian cannot be reached in an emergency.

A Designated Alternate and or Emergency Contact must be at least 18 years of age and will be asked to provide government issued identification matching the information provided to OJLS on the DPL. Parent(s)/Guardian(s) are required to update and verify the contact information of the Emergency Contact(s) and Designated Alternate (if applicable) annually and when a child moves to a new program. The DPL must be signed and maintained up-to-date. Ensuring the accuracy of the document, ensures the safety of the child. Please note: spontaneous verbal, unsigned changes to the DPL will not be accepted.

LATENESS POLICY

If and when a Parent/Guardian is late picking up their child, OJLS will be reimbursed for the cost of staff time and facility rental/maintenance which can range up to \$200 per offence. When a student is not picked up at the end of class (12:00 PM Ottawa local time), OJLS staff will contact the Parent/Guardian by phone. The staff will leave a voicemail (if such service is available through the phone service provider) if the Parent/Guardian cannot be reached. If no response is received from the Parent/Guardian within five (5) minutes, the staff will contact the Designated Alternate and/or Emergency Contact(s) specified on the DPL. Please note: The abovementioned costs will accrue until the child is safely allowed to leave pursuant to this policy.

If a child is not picked up by the Parent/Guardian or by a Designated Alternate/Emergency Contact, OJLS staff will notify the Principal and Vice-Chairperson; and if necessary the Children's Aid Society (phone number 613-747-7800). Staff will follow the Children's Aid Society's direction on next steps. A Parent/Guardian who is late in picking-up their child three (3) times will be considered to be in violation of the OJLS Lateness Policy and OJLS reserves the right to terminate its services without refund.