

Missing Child Procedures (updated 7.2024)

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Right At School Missing Child Procedures

**If a student scheduled to attend is missing,
follow these procedures IMMEDIATELY.**

- Step 1: Check attendance – is student scheduled today?
- Step 2: Check with school office – absent today? In another afterschool program?
- Step 3: Check Name-To-Face for last recorded whereabouts.
- Step 4: Check all program space; ask colleagues/other students.
- Step 5: Call & text emergency contacts in order. Leave voicemails until you get a live person.
Tell them steps taken so far.
- Step 6: Call Area Manager: _____

**Fill in phone #'s
and keep on clipboard
at all times.**

If you can't get a hold of AM – call in following order:

Regional Manager

Regional VP

Sr. Director of Risk
& Compliance

Sr. VP of Operations

Penny Swift: 718-614-8627

Leah Oliva: 312-718-1577

Step 7: If you cannot locate the child, call 911. Work with police until student is found.

Step 8: Inform emergency contacts and Area Manager of resolution.

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