

Community Action Team
CHILD & FAMILY DEVELOPMENT PROGRAMS
 Child Arrival and Departure Procedure

ACTIVE SUPERVISION is used to ensure all children are safe at all times including arrival and departure. Staff and guardian/parent will support the safe arrival and departure of all children following the procedure below. Staff will refer and follow Procedure 1-98 Child Health, Safety and Supervision.

ARRIVAL

1. Guardian/parent will remain with child and actively supervise child in and outside the building until the child is accepted by the staff.
2. Classroom doors remain closed during arrival. Guardian/parent will enter the classroom to sign the child in.
3. Daily health checks are completed at this time.
4. The designated staff person will sign the child in using the Child Plus app.
5. Staff will legibly print the name of the person dropping off the child.
6. Children who arrive by bus when there is courtesy transportation will be met by designated staff and signed in using the Child Plus app.
7. Children will wash hands immediately upon entering the classroom.
8. Current counts of children will be maintained on classroom whiteboards, with changes in count verbalized between staff members and noted on the board.

DEPARTURE

1. Children will only be released from the center to the parent/guardian; **or** a designated person the parent/guardian has authorized in writing. NOTE: This permission may be documented on Form 3-11, or must be in writing noting the date, the name of the child, the person being authorized, and the parent's signature. Permission given in this manner is restricted for the date specified on the note. Permission **will not** be accepted by verbal verification only. Parents may give permission via email, fax, or send a photo of a written note that can be printed and placed in the child's file. Staff will verify the identification of any person, through photo ID, who picks up a child. Parent/guardian may be asked to present photo ID as staff gets acquainted with families or in the event of a substitute.
2. Classroom doors remain closed during departure. Guardian/parent will enter the classroom to sign the child out.
9. Guardian/parent will remain with child and actively supervise child in and outside the building upon departure.
3. The designated staff will sign the child out using the Child Plus app.
4. Staff will legibly print the name of the authorized person picking up the child.
5. Children who depart by bus when there is courtesy transportation will be signed out by the designated staff using the Child Plus app.
6. Current counts of children will be maintained on classroom whiteboards, with changes in count verbalized between staff members and noted on the board.

 Staff Signature

 Date