

ARRIVAL AND DEPARTURE PROCEDURE

Arrival

Upon arrival, the person bringing the child to the center shall:

- sign the child into the center and note arrival time
- participate in child's daily health check and hand washing
- change the child's diapers according to the posted diapering procedure
- remain with the child until the child is accepted by staff
- say good-bye to the child prior to departure

Departure

The center staff shall release a child only to a parent, legal guardian, or another person named and identified in writing by the parent or legal guardian. Early Head Start staff shall verify the identification of any person, other than the parent or legal guardian who picks up the child.

The parent/guardian picking up the child shall:

- sign the child out
- complete the Volunteer In-Kind Sheet
- discuss with staff member about how the child's day went before leaving

The teacher or caregiver shall:

- encourage the parent/guardian to review their child's Daily Care Record that describes the details of their child's care that day. Staff will provide parents/guardians with a copy upon parent request.

If a person other than the parent/guardian picks up the child, information cannot be shared concerning the child's day unless the parent/guardian has given written permission on the "Child Emergency Information Form".

