

## Arrival & Departure 0-5

### General Plan/Approach

All necessary precautions are taken to ensure that children arrive safely in their classroom before class and are released from the classroom or bus only to an authorized parent/guardian after class. For this reason, we will only release a child to the parent or legal guardian, or to an adult or responsible person (13 years of age or older) authorized in writing by the parents or legal guardian to receive the child on the Emergency Information Card Form. Additionally, only individuals who are 13 years of age or older are permitted to drop off a child into our care. All staff must follow the arrival and departure procedure to ensure safe arrival and proper release of children within our care.

#### Head Start Program Performance Standards:

1302.47(b)(5)(iv) Safety Practices

#### Department of Early Learning & Care:

414-305-0235 Arrival & Departure

### Procedures:

#### Arrival at Center by bus:

A staff member will be assigned to sign-in children who have been transported on the bus using the Playground app. When signing the children into class, the staff member will visually confirm that every bus child has arrived in class by referencing the Playground app.

#### Arrival at Center with parent or guardian:

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

- Sign the child into the center using the Playground app.
- Participate in child's daily health check and hand washing.
- EHS: Change the child's diapers according to the posted diapering procedure.
- Remain with the child until the child is accepted by the staff, at which point the staff will update the whiteboard to reflect the number of children signed into care.
- Say good-bye to the child prior to departure.

**Departure from the Center by bus:**

- Before leaving the classroom, the staff taking the children to the bus will sign them out using the Playground app and confirm the total number of children riding the bus. Staff will update the whiteboard once children have been signed out of the classroom.

**Departure from the center with parent or guardian:**

The parent/guardian picking up the child shall:

- Check their child's cubby for clothes/papers that need to be taken home.
- Sign the child out using the Playground app.
- Head Start parents who volunteered for the day complete the visitor-volunteer sign in sheet.
- Discuss with staff members about how the child's day went before leaving.
- EHS: Review child's Daily Care Record on the playground app with the parent. Copies will be provided at parent or guardian's 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 [Southern Oregon Head Start Emergency Card form](#).

Refer to [Confidentiality Guidelines for Sharing Information](#).

**Staff shall verify the identification of any person other than the parent or legal guardian who picks up the child.** The center staff/bus driver shall release a child only to a parent, legal guardian, or another person named and identified in writing on the Emergency Card Form by the parent or legal guardian.