ARRIVAL AND DEPARTURE PROCEDURE

GENERAL PLAN/APPROACH:

All necessary precautions are taken to ensure that children arrive safely to 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 his/her 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 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 |

PROCEDURES:

**Bus Pick-up**
Upon pick-up, the person bringing the child to the bus shall:
- Sign next to their child’s name on the Bus Passenger Sign-in Sheet – (the driver will note the pick-up time).
- Wait until the health check is complete (per center procedure) and the child is buckled in.
- Say good-bye to the child prior to departure.

**Arrival at Center by bus**
- A staff member will be assigned to sign-in children who have been transported on the bus on the Center sign-in sheet for each class. When signing the children into class, the staff member will visually confirm that every bus child has arrived in class by referencing the Bus Passenger Sign-in sheet.
Arrival at Center with parent or guardian
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.
- EHS: 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.

Child Release

Departure from the Center by bus
- Before leaving classroom the staff taking the children to the bus will determine which children will be riding the bus, sign them out on the center sign in sheet and confirm the total number of children riding the bus

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 go home.
- Sign the child out.
- Head Start parents who volunteered for the day complete volunteer sign in sheet.
- Discuss with staff member about how the child’s day went before leaving.
- EHS: Review child’s Daily Care Record. 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 Information” form. Refer to Confidentiality Guidelines for Sharing Information.

Head Start and Early Head Start 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 Information Form by the parent or legal guardian.