

ARRIVAL / DEPARTURE POLICY

Reason this policy is important:

Children must be accounted for at all times. It is important that children are safely brought into the program and released only to authorized persons to ensure their safety when leaving the program.

Procedure and Practices, including responsible person(s):

- Parents/guardians are responsible for transporting their children to and from child care according to Indiana passenger safety regulations (i.e. car seat, booster seat, seat belt).
- Upon arrival and departure, a parent/guardian must bring the child to/from the building. This ensures a safe transition since several families may be coming and going at the same time.
- Children will be signed-in and signed-out by their parent/guardian on the Sign-In/Sign-Out form and direct contact with staff will be made to acknowledge release of child.
- _____ (staff title/name) will maintain in the child's files written authorization by the child's parent or legal guardian the names, addresses, and telephone numbers of individuals whom the parent/legal guardian have approved to care for and pick up the child. (Child Care Agreement form)
- At least two individuals in addition to the parent(s) must be listed on the Child Care Agreement form. _____ (staff title/name) will verify that the authorized individuals can be reached at the number provided and are willing/able to pick up the child if needed.
- Persons picking up the child will be asked to show a photo ID until staff has become familiar with individual.
- If no one picks the child up within _____ minutes after closing, the child's caregiver will begin calling parents and other authorized individuals for pick up.
- A late fee of \$_____ for every _____ minutes will apply and will be due _____.
- If no one picks the child up by _____ (time), _____ (staff title/name) will _____.
- Both parents will be permitted to pick up their child unless a court order is on file prohibiting contact by one parent.
- Parents will be required to notify _____ (staff title/name) in writing the name and phone number if someone other than a person listed as an authorized contact will be picking the child up. Upon arrival _____ (staff title/name) will ask for a photo ID to identify the person. the person picking up the child must sign the child out.
- If someone comes to pick up a child who is not authorized, they will be denied access to the child and the child's parent will be immediately contacted. _____ (staff title/name) will notify the police if an unauthorized person tries to get custody of the child (refer to Hazardous Persons policy).

When the policy applies:

Daily upon arrival and before leaving the child care program and will be strictly enforced.

Communication plan for staff and parents:

- _____ will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand, and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by _____ with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the Policy Handbook located _____.
- Parents may receive a copy of the policy at anytime upon request. A summary of this policy will be included in the Parent Handbook.
- Parents and staff will receive written notification of any updates.

References:

- *Caring for Our Children* – <http://nrc.uchsc.edu>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

Reviewed by: _____ Director/Owner

_____ Health Professional (physician, nurse, health department, EMS, Health consultant)

_____ Staff member

_____ Other (parent, advisory committee)

Effective Date and Review Date:

This policy is effective ____/____/____ and will be reviewed annually by ____/____/____ or sooner if needed. Parents and staff will be notified of any upcoming policy review.

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.