Safe Arrival and Departure Procedures

|  |
| --- |
| * Upon arrival, all children must be accompanied inside the facility by an adult. * Staff must be notified of the child’s arrival. * Upon the child’s departure, an adult must come inside the facility and notify staff that the child is leaving. (Use sign-in roster in the morning and sign-out roster in the afternoon) * Authorization is required in writing when anyone other than the designated adult arrives to pick up the child. * When a child is transported by the facility to the child’s home, an adult must be available to receive the child from the bus or van. * Children must never be left unattended. |