Safe Arrival and Departure Procedures

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| * 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.
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