

Center-Based Arrival & Pick-up Procedure

Child: _____ **Arrival Time:** _____ **Pick Up Time:** _____

Arrival and pick up are important times to talk to your child's teacher. Teachers will greet you and your child, and want to know how your child's night or morning was and how they can help your child at school each day.

Arrival

An adult must bring children into the building each morning. Every child has an assigned cubby for his or her belongings. An adult must sign a child in and out of the classroom. There is a sign-in and sign-out sheet in each classroom. Please be on time each day. This includes children who get on a bus, come in a family car or walk. When children are consistently on time, children learn what to expect.

Each child will have a cubby or space for personal belongings. Encourage your child to do as much as possible on their own. For instance, hanging up their own coat. Blankets or other comfort items that will help your child feel safe at school are allowed and when your child feels comfortable enough in their new room they can keep them in their cubbies for naptimes. We ask that other toys be left at home.

Pick up

An adult must pick up children in the classroom and sign the child out of the classroom. If something happens that causes you to be late, please call the center right away. When this happens, you will need to find someone else to pick up your child. This person must be listed on the *Emergency Contact* form on file and have a proper car seat restraint.

Any parent or other person who is authorized to pick up a child and comes to the center or bus under the influence or in an impaired physical condition which may prevent him or her from assuring the child's welfare will not be allowed to pick up a child. Should it be determined that the person is in a condition that prevents him or her from assuring the child's welfare, staff will:

- Make alternative arrangements for child pick-up, including, attempting to contact another person on the *Emergency Contact* sheet.
- Notify the following individuals and document the contact.
 1. The parent(s) of the child, if they are not the ones who are intoxicated or impaired.
 2. Parents of other children the person has been authorized to pick up
 3. Appropriate Head Start staff.

For any parent or other authorized person who arrives at the center or bus in an intoxicated or physically impaired condition to pick up an enrolled child, the individual may be removed from the *Emergency Contact* sheet.

If no one arrives at the regular pick up time and we have not heard from you, emergency contacts will be contacted. If, after 30 minutes, no one has come to pick up your child and we have not been able to reach you or your emergency contacts, staff will contact a program manager; notify the local police department and the Department of Children and Families. During this time, staff will continue in attempting reach you and your emergency contacts. Two staff, 18 years of age or older, will be on site until the last child has left the center.

Late Arrival Procedure

Children should come to school at the time their classroom session begins and should be picked up when the classroom time ends. This helps children learn the routines at school and helps them get

used to the classroom. If your child is late, the following steps will be followed. Please note that these steps will be followed even if you ask someone else to drop off your child.

1. First late arrival: Please come into the classroom quietly as to not disturb the children and routine.
2. Second late arrival: the teacher will talk to you about the late arrival/pick up, and offer any support or assistance to help you arrive on time.
3. Third late arrival: Your Family Advocate will call you to talk about arrival/pick up and offer support or assistance to help you arrive on time. They will also go over the arrival/pick up procedure with you.
4. Fourth late arrival: The classroom teacher will talk to you about the late arrival/pick up. A program manager will contact you to discuss the importance of arriving on time and offer additional assistance for arriving on time.
5. Fifth late arrival: Your Family Advocate or Program Manager will discuss if this program option is the best fit for your family.

Late Pick Up Procedure

1. First late pick up: Staff will have a conversation with you about how late pick up's effect our staffing.
2. Second late pick up: Family Advocate will call you to offer support or assistance for your family to pick up your child on time.
3. Third late pick up: A program manager will contact you to discuss any barriers or continued concerns about picking up on time.

Important things to remember:

- Either parent/guardian may pick up their child unless there is a court order against this. Children will only be released to adults over the age of 18, unless arrangements have been made in advance.
- For your safety and the safety of your child, any person picking up your child will be asked to show a valid photo ID before the child is allowed to leave with them. This is important to keep your child safe.

I have read and understand the *Center-Based Arrival & Pick-up procedure*.

I have been given a copy for my records.

Parent/Guardian Signature

Date

Staff Signature

Date