

**Youth Development, Inc.  
Early/Head Start  
Family & Community Partnerships**

**Policy Number:**

**Effective Date:** 03/09/02

**Page 1 of 4**

**Agency Approval Date:**

Mar. 9, 2002

Reviewed: Mar. 13, 2007,  
10/2008, 9/2010, 7/2015

**Policy Council Approval**

**Date:** Mar. 9, 2002

**Revised:** Jan. 27, 2007,  
08/09/13

**Governing Board Approval**

**Date:**

**COMPONENT:** Family Partnerships 1304.40; Child Health & Safety 1304.22

**SUBJECT:** Admission & discharge of a child, emergency contacts, parent sign-in/out instructions

**PERFORMANCE OBJECTIVES:** 1) to protect the health & safety of the children in our care, 2) to ensure that all children are admitted and discharged appropriately, and 3) to ensure that parents notify staff, and update as needed, who can have access to their child(ren) at the Early/Head Start site or to whom the child can be released after school.

**OPERATIONAL PROCEDURES:**

**I. ADMISSION PROCEDURES:**

1. Greet each parent and child as they enter.
2. Parent must sign in all child(ren) with the child's name, time and parent signature and initials.
3. Staff must conduct the daily health checks (a visual inspection of the child). Talk to the parents/caregivers about any issues.
4. As per licensing regulations, staff must ensure that all individuals signing in any child are on the emergency contact list.
5. Parent or authorized adult (18 years or older) must accompany the child to sign him/her into the classroom.
6. Parents are encouraged to bring their children before the child's first meal, i.e, before breakfast for the AM, part day, and full day sessions and before lunch for PM.
7. A child who is picked up at the Head Start center by parents or authorized adult must be picked up at the regularly scheduled ending time.

**II. DISCHARGE PROCEDURES:**

1. Greet the parent.
2. The parent must sign out the child, complete with child's name, time and parent signature and initials. This procedure also applies to all bus drivers.
3. Teachers must check all sign in and out forms as part of their daily routine.

4. A call to the school is required, prior to the end of the child's session, if the parent or authorized adult is going to be late. If there is an emergency situation, remind parents to inform the center.
5. The child will be released only to an authorized person whose name appears on the emergency contact form provided by the parent or guardian. A picture I.D is required for proper identification.
6. When a child is not picked up at the time of dismissal, staff will attempt to contact individuals listed on the emergency contact list. If one hour has lapsed and the staff has been unable to contact the parent or other emergency contacts, the site supervisor will call the Police Department, Child Protective Services, Child Care Licensing, and YDI Administration and file the appropriate reports.

***SIGN IN/OUT SHEETS MUST BE CHECKED BY THE CLASSROOM TEACHER, THE ASSIGNED CLOSER, AND THE SECOND CLOSER TO ENSURE CHILD'S SAFETY AND THAT ALL CHILDREN HAVE BEEN DISMISSED APPROPRIATELY.***

### **III. EMERGENCY CONTACTS:**

During the application process, parents will complete the Child Emergency Information form. This document includes emergency and child release information.

- Persons authorized to pick up/drop off a child from a Early/Head Start center or bus stop must be 18 years of age or older. Parents under the age of 18 are exempt from this rule.
- Emergency Information is verified and updated on a regular basis during home visits and parent/teacher conferences. *This is State of New Mexico licensing regulation.*
- Children **will not be released** to anyone whose name is NOT on this form. This form can only be updated in person by the parent or legal guardian.
- If staff is not familiar with the person(s) picking up/dropping off the child, they must request picture identification.
- In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of current legal documentation (custody decree, restraining order, and termination of parental rights). If a non-custodial parent is listed on the child's birth certificate, child must be released to the parent unless the program has legal documentation such as a restraining order or any other legal document that indicates that the parent is not allowed to pick-up the child.
- In cases where potential kidnapping or violence is an issue, photographs of said persons should be provided for the child's file to assist staff in identifying these individuals. Copies will be provided to the appropriate bus drivers for those children who are transported by Head Start.
- If an adult who **cannot** have access to a child shows up at a site:
  - Staff will escort the adult to the office.
  - Staff will inform this person that he/she is not on the Child Emergency Information release form.

- Staff will ask adult to leave the center
  - If adult refuses to leave, staff will inform them that they will need to contact the police.
  - Staff will contact custodial parent and ask them to come pick up the child.
  - Bus drivers will return the child to the center and call the custodial parent or persons listed on the Child Emergency Information form.
- If an adult comes to the center to pick up a child, and he/she seems to be impaired (under the influence of drugs, alcohol or prescription medication):
    - Staff will enlist the support of the site supervisor for his/her assistance in this matter. The site supervisor will confirm the alleged impairment and work with the staff to resolve this matter.
    - Staff will try to detain the adult (only if parent is not violent).
    - Staff will try to explain the Head Start policy and deescalate the situation.
    - Call someone else on the Child Emergency Form to come pick up the child.
    - If the adult is the parent and insists on taking the child, you have to release the child to the parent. In this event, try to get his/her name, license number, color of car, direction they are going, etc. and call the police.

***REMEMBER - NO CHILD WILL BE RELEASED TO ANYONE THAT IS NOT LISTED ON THE CHILD EMERGENCY INFORMATION FORM!***

#### **IV. PARENT SIGN IN/OUT FORM INSTRUCTIONS**

The following are instructions in accordance with policy for the revised parent sign in/sign out form.

1. A caregiver/teaching staff/bus driver signature column has been added to the classroom sign –in/out form. Each caregiver/teaching staff/bus driver assigned to the children in the classroom must sign the form at the end of the day to ensure all children have been picked up. The completed sign in/out sheets will be brought to the front office and must be reviewed and signed off by the second person assigned to closing duty that day.
2. We have also implemented a caregiver transfer of responsibility form that is on the reverse side of the YDI EHS/HS sign in/out form. If a child's primary caregiver/teacher leaves the facility for any reason, including lunch, that caregiver/teacher must sign the child(ren) over to another caregiver/teacher. Both caregivers/teachers (those leaving and the teacher replacement) must sign, indicating responsibility for transferring the child from the primary caregiver to the second caregiver/teaching staff. One box should be filled out for each child present at the time of transfer.
3. If a parent forgets to sign out the child, the caregiver/teacher is responsible to call the parent immediately and notify them they failed to sign their child in or out. After contact with the parent, the staff member is authorized to sign the in/out form the child indicating who (mother, father, or the emergency contact) dropped off or picked up the child along with the caregivers/teacher printed name. The responsible party or emergency contact

person will be asked to sign the form verifying the information as soon as possible or (prior to picking up the child that day or accepting the child the following day). This practice should occur on rare occasions, it is essential for staff to ensure that the all parents or individuals on the emergency contact list sign in and out.

4. When children are out of the classroom (i.e., on the playground, on field trips, etc.), caregiver/teaching staff must maintain possession of parent sign-in sheets so that when parents are picking up children, the sign-in sheets are readily available for parents to sign out their child(ren).

***I have reviewed, been trained, and fully understand the procedures for admission and dismissal of children. In the event that these policies are not adhered to, I understand that disciplinary action up to, and including termination, may occur.***

---

Staff signature

Date

---

Supervisor signature

Date

**PLEASE POST IN CLASSROOMS**

Original to Human Resources

Copy to Facility File

Copy to Employee