
	<b>DHS Head Start Program Policy</b>		
<b>EDUCATION 17</b>			
<b>SUBJECT</b>	Child Arrival & Departure		
<b>REFERENCE</b>	Education and Early Childhood Development		
<b>EFFECTIVE</b>	10/17/2013		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 4/23/19</b>	<b>Governing Body Approval: 9/28/17</b>	<b>Governing Body Revision: 5/23/19</b>
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**Policy:**

Education Service Providers will develop and implement procedures for child arrival and departure. Procedures should include -identification requirements of any individual picking up a child from school. that includes- signatures and/or initials of the individual signing in/out, a daily health check including observations, and documentation of each child's physical and mental well-beinghealth. The health check should be completed in front of a parent/guardian when possible.

In addition to identification and documentation of each child's physical and mental well-beinghealth, procedures should include a process for appropriate and timely follow up and referral for any concerns identified.

Arrival and departure procedures should include, at a minimum, documentation of the following:

- Site name
- Date
- Teacher's name
- Child's name
- Arrival time
- Departure Time
- Physical/mental health condition
- Parent and/or nurse notification when a concern is identified

Education Service Providers will follow school district policies and guidelines related to persons authorized to pick up a child.

**Performance Standard(s):**

1302.41(a); 1302.42(c)(2)