
	DHS Head Start Program Policy		
EDUCATION 17			
SUBJECT	Child Arrival & Departure		
REFERENCE	Education and Early Childhood Development		
EFFECTIVE	10/17/2013		
Policy Council Approval: 7/25/17	Policy Council Revision: pending	Governing Body Approval: 9/28/17	Governing Body Revision: pending
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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, 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 health. 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 health, 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)