

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE/ COLLEGE HEIGHTS PRESCHOOL

ARRIVALS AND DEPARTURES

It is imperative for staff to know when children arrive and when children leave each day. The parent/guardian or authorized person will be responsible for signing in and signing out on the daily sign in sheet and making contact with staff before leaving upon arrival or departure. Staff will be responsible for completing the daily attendance sheet.

In order to ensure that the caregivers have time to communicate with parents/guardians, and ensure that the children are supervised during this time, the staffing plan will reflect this with enhanced ratios at the busiest arrival and departure times at the end of the day.

INITIAL PICK UP

The staff of Kool Cats Kid Care and College Heights Preschool will only release a child to an adult or person(s) on the Authorization Pick Up list provided by the parents.

When a person authorized to pick up a child is unfamiliar to staff, staff will ask for identification to confirm authorization. If the person refuses to provide their ID, the child will remain under the safety and supervision of the childcare staff and Preschool staff. The staff person in charge will speak with this individual and explain the policy that no child will be released to unfamiliar/unauthorized persons.

Whenever difficulties exists, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, the staff person in charge may need to call the police for assistance.

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UNAUTHORIZED PERSON

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the childcare staff. The staff person in charge will speak with this individual and explain the policy that no child will be released without written authorization from the enrolling parent.

In a rare emergency situation, verbal permission via the telephone will be allowed from the enrolling parent as long as the parent/guardian confirms the information about this person (name, address, phone number, relationship to the child and description) and the person so authorized presents photo identification to verify the information. Staff will document the time of the call and information share. Whenever difficulties exists, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, the staff person in charge may need to call the police for assistance.