

Sign In/Out Policy

Dear Parents,

We are reviewing sign in and out procedures for the safety of the children. Please read, review, and sign our policy.

Community Care Licensing requires that all children enrolled in A Child's Way must have on file an **Emergency Form**. This form contains a section that lists all persons authorized to pick up their children. Parents may attach a separate sheet or add more names on the back.

All parents and authorized persons will be asked by staff members to present their CA Drivers License upon pick up time, unless that parent or authorized person has previously had their ID checked by a staff member.

Please have parents or all authorized persons to pick up a child, sign the child out with a legible, full signature and correct time. **No initials.**

Parents may call ACW to inform us that someone other than themselves will be picking up their child and we will ask them if they are on our authorized list. We would prefer a note signed and dated.

IF a parent walks into the classroom to let us know that someone else will be picking up their child you will be asked to write their name on the emergency list or a note with the child's name, and who will be picking the child up. Please sign and date it. This is for the child's safety. We would appreciate that your requests be delivered the day before if possible.

Absences - If your child will not be attending A Child's Way please let us know.

I have read and understand the above information concerning the Sign In/Out Procedures for my child.

Signed _____ Date _____