

Children's Arrival and Departure Procedures

- Upon arrival, all children must be accompanied inside the center and left with a responsible person.
- Staff must be notified of the child's arrival
- Upon the child's departure, the responsible person must come inside the center and notify staff that the child is leaving
- Children will only be released to persons listed on the child's application as authorized by the parent/gaurdian. Staff may request to view a driver's license to verify indentiy of persons other than known parent/guardian. Authorization from parent/guardian is required in writing when anyone other than the designated person(s) as listed on the child's apllication arrives to pick up the child.
- When a child is transported by the center to the child's home, a responsible person as authorized by the parent/guardian must be available to receive the child from the bus or van.