

**SNHS, Inc. Child Development Program
SIGN IN/SIGN OUT GUIDELINES**

Active Supervision strategies at arrival and departure:

- Each center **MUST** have a plan in place to assure a safe sign-out process at the end of the day.
- Identify a point person for the sign-in/sign-out sheet at the beginning and end of the day.
- Communication with parents through eye contact and verbal communication is essential upon arrival and departure. Greet and say good bye to every child/family as a way to confirm that you know who has arrived and left.
- Be especially aware of pick up/drop off and special occasions. Recount often during these times and make sure you say goodbye to every parent and know if they are taking their child home or leaving them for the remainder of the day.

Active Supervision at transition:

- The teacher for each class will confirm the accuracy of the Child & Staff Daily Attendance Tracking form at transition time by matching numbers, faces and names. The list is maintained during the day by signing children in and out as appropriate and using the 'Services Outside of Classroom' form for children who receive services on-site.

Parent Sign-In/Sign-Out sheets (for full day centers) are used to accurately reflect the days and hours that a child is in care. This information is used for billing to the Childcare Scholarship Program for children receiving child care services and for verifying CACFP billing.

- Parents/guardians must initial the sign-in/sign-out daily with the time of drop off and pick up.
- **The parent must also sign the sheet under the child's name each week.** This is a Childcare Scholarship requirement. Do not initial any spaces for the parent/guardian. The child is still in your care, even if the parent/guardian is present but has not signed him/her out.
- If a child is out (for sick or other reason) write **OUT** for the day. This can be done when the parent/guardian has told you that the child is out, or if the front office tells you that the child is out. **Specific reasons for absence must be noted on the meal tally and match reasons in Child Plus.**

Alternate Pick-Ups:

When an alternate pick up who staff have not met comes to pick up a child staff must:

- Ask for a photo ID
- Verify the identity of the person by matching the name and ID to the Emergency Form
- If the ID does not match, do not release the child

Parent phone calls for adding alternate pick-ups (emergency or unforeseen event):

- Confirm identity of parent by phone
- Document reason for request & identity of alternate pick up person
- Require photo identification – no exception
- Parent must update alternate pick up list and/or provide note in writing the next day
- Call the center director/site supervisor if there are any questions;
- If you need immediate back-up call someone from an adjacent classroom or office & the police if necessary.

Child and Staff Daily Attendance Tracking:

Purpose:

- To document teacher:child ratios for Childcare Licensing including DOB required for assessing ratios.
- To verify CACFP billing in part-day programs and as a secondary check in full day.

The Part Day Attendance Tracking sheet allows for the documentation of the entire week of attendance.

The Full-Day Daily Attendance Tracking sheet is completed **daily** by teachers to show transitions at the beginning and end of the day.

- A Child & Staff Daily Attendance Tracking form is completed for the opening room of the center and is closed out as children transition to their regular classroom.
- Each classroom then begins a Child & Staff Daily Attendance Tracking for the main portion of the class day.
- As classrooms combine at the end of the day children are signed in to closing classrooms