

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Documentation of Child Drop Off / Pick-up

### POLICY:

In order to assure the safety of all children, a documentation system must exist that requires the classroom staff to record the daily arrival and departure of each enrolled child.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.22 and OHS document: Caring for Our Children.*

### PROCEDURE:

1. Arrival of each child will be documented by teaching staff or designated staff person each day. The time will be recorded.
2. Departure of each child will be documented on the same form used for arrival. Departure will identify the time the child left the classroom and whether the child was released to an individual on the pick-up list or was transported by agency bus.
3. Each delegate is encouraged to use the “Child Arrival/Departure” form created by the grantee for arrival/departure verification. However, the program may choose a different form to be used for documentation as long as it contains the same information as stated in #1 & #2 of this policy.
4. Teaching staff will file the child arrival/departure documentation each week and must be able to produce the documentation when asked by management staff.

*Approved by the Policy Council October, 2015*