

"Knowing the whereabouts of children"

Please complete your child's normal arrival and departure times each day on a schedule change form. The arrival and departure times must be within 30 minutes of the time stated each day. We need a separate form for each child. If you will not be dropping off or picking up within that 30-minute window you must call CLC and notify the classroom.

If children are normally scheduled before breakfast and are not here, staff must call to verify that the child will or will not be arriving for the day at breakfast time (8:30).

If the child is normally scheduled later in the morning and does not arrive by lunch-time, the staff must call to verify that the child will or will not be arriving for the day by noon.

If the child is scheduled for later afternoon, the staff will call the parents by snack time (3:30) to verify if the child will be arriving for the day.

School age children arriving after school

If walking from Dunwiddie: Staff walk over to Dunwiddie School and meet children in the lunch room at 3:15 to 3:20. If children are not in the lunchroom by 3:20 staff will walk through the hallways and check the rooms. If the child is not at school, staff will call a parent as soon as they return to CLC to notify them that their child has not arrived.

If a child does not arrive at CLC after school **by bus**, staff will call parents as soon as the other students are dropped off, to notify parents that their child has not arrived.

Policy on Arrival

1. Parents give CLC a schedule with the arrival and departure times for their child.
2. That arrival and departure time must be within that 30 minute interval.
3. If the child's schedule changes, the Parents complete a written "Schedule change form" to notify CLC staff that their child's schedule is changing with the arrival and departure times,
4. If a child is going to be late or absent, parents must notify CLC by 8:00 am that day.

I have read, understand and agree to follow the new arrival and departure policy implemented by Community Learning Center to ensure the safety of my child. Failure to follow this policy may result in termination of my child from the program.

Parents/Guardian Signature

Date

A copy of this signed form will be returned to you, to keep with your CLC information at home!

Procedure

1. Parents give the schedule change form to the staff.
2. The responsible staff person will then initial the form at the bottom where it says "Parents copy" and gives the pink copy to the parent as proof of their change in schedule.
3. The responsible staff person will make the necessary changes to the attendance
4. Then initial the classroom color on the Schedule change form and turn the form into the office.
5. The responsible staff person will then make adjustments to the attendance counts and notify the person responsible for scheduling.
6. In the event a child does not arrive with a parent by 9:00 am, the parents will be called at the numbers listed on the emergency form starting with Home and then going to work & cell numbers.
7. Messages should be left on answering machines or with co-workers to let parents know that their child has not arrived safely at our program by their normal scheduled time.
8. If CLC is not able to make contact with the parent, CLC staff shall try again in an hour or to contact parents and again leave messages.
9. Staff shall complete an absent form with the numbers and names of the people they contacted or left messages with, when the child did not arrive. (See attached contact form) That form needs to go into the office folder.

Parent Drop-Off

1. Parents must bring the children in to the classroom and make verbal contact with the teacher in the classroom so the teacher and parent/guardian know that the child is being left in the care of the staff in the center,
2. The responsible staff person in the classroom will write the arrival time (in 5-minute increments) of the child in the appropriate attendance box on the clipboard.
3. If a child has not arrived at their normal scheduled time prior to breakfast, a parent will be called during breakfast.
4. If a child is scheduled later in the morning a parent will be called at lunch time.
5. If a child is scheduled for the afternoon and has not arrived a parent will be called by snack time.

Staff shall continue to count the # of children in their care every time there is a change in the transition during the day.

Parent Pick-Up

1. Parents must make verbal contact with the responsible staff person when coming to pick up the child.
2. If the staff do not know the parents, guardian, or person asking for the child then the staff person needs to introduce himself or herself and ask the person for an ID or DL.
3. That ID or DL must then be matched to the enrollment form for the child.
4. If the person is not listed on the form or additional written permission is not given, the child cannot leave with the person.
5. A Parent/Guardian should be called immediately.
6. Notify an Administrator.

Parents can call and give **verbal permission** for someone to pick up the child. That parent will:

1. Talk directly to a responsible staff person who can identify the parent's voice
2. If you are unable to positively identify the parent you will need to return the call to one of the numbers listed on the child's enrollment form.
3. A faxed permission can be accepted. The signature needs to match that on the enrollment form,
4. If there is any doubt about the pickup person, the child remains with CLC staff until the parent or emergency person can be contacted. An administrator should be contacted as soon as there is a question.

Bus/Taxi Transportation

1. Parents need to contract with Johnson Bus Company/Taxi service to transport their child to and from school.
2. Parents give permission to CLC staff, on the child's enrollment form, to put children on the appropriate bus to get them to the correct school.
3. A list of children that take the bus is posted on the wall by the telephone in each room that there are children taking a bus.
4. The list is divided by what school they attend to determine what bus they will take.
5. Normal pick up and drop times are also listed on the bus list.

Before School

1. Parents drop children off at CLC.
2. CLC staff have Students line up about 5 minutes before the bus arrival time.
3. When the bus arrives, the responsible staff person checks to make sure it is the correct bus and then the students board the bus.

After School

1. The attendance is divided by the school the children attend.
2. The attendance will designate Morning and or afternoon attendance with two separate lines for students that attend both am and pm
3. Staff will walk to Dunwiddie School and meet students in the lunch room.
4. Attendance will be taken as they arrive in the lunch room
5. Children who do not show up in the lunch-room will be paged through the School office
6. One staff person will walk through the hall to check for the child at 3:25.
7. Staff and children will walk back to CLC. One staff in front (first) and the other staff will be last with all students between them.
8. The leading staff person will make sure that the children stay grouped together and that there is communication between both staff.
9. When crossing the road the Last staff person will come forward and stand in the center of the road and guarantee that all children have safely crossed the road.
10. The Leading staff person will walk through the parking lot with the children into the building.
11. Parents will be called as soon as staff get back to CLC if their child has not arrived with the group/bus.
12. Staff will contact parents at the emergency numbers on the emergency form.
13. Messages will be left at any number that is called if the parent is not available.
14. Staff will continue to call numbers and leave messages until they have exhausted all numbers on the form.

Bus Arrivals

1. A responsible staff person will meet the students at the door and check them off on the attendance.
2. If students getting off the bus indicate the child missed the bus, the bus company will be called first to verify the information and make arrangements for the delivery of the child.
3. A second staff person will also verify (double check) the attendance by visually looking for the student and then highlighting the arrival time for each child.
4. Parents will be called as soon as their child has not arrived with the group/bus.
5. Staff will contact parents at the emergency numbers on the emergency form.
6. Messages will be left at any number that is called if the parent is not available.
7. Staff will continue to call numbers and leave messages until they have exhausted all numbers on the form.
8. If the child is believed to be missing or in danger, staff shall call 911 immediately to get help to find the child.
9. An administrator shall be contacted ASAP

Field Trips/Walks

1. When children are on field trips/Walks staff will carry the attendance and emergency information with them. The attendance will also include a list of staff members on the trip and parent chaperones.
2. A copy of the attendance will be left with a responsible person at the center so the center knows what children, parents and staff are on the trip.
3. Staff will assign children to each chaperone and give them a list of the children they need to keep in the group.
4. Chaperones with their children will stay between CLC staff at all times.
5. CLC staff will continually count children and adults to make sure that everyone is in the group.
6. Each group will have a cell phone with them. The cell phone numbers will be shared with all groups on the trip and the responsible person back at the Center.
7. When meeting and boarding the bus, attendance roll call will be taken as children and adults board the bus.
8. A double check of the attendance will be taken once everyone is seated on the bus by the trip coordinator before the bus leaves.
9. Upon drop off at the center, the trip coordinator will do a visual walk through and check each seat and under each seat before leaving the bus.
10. Once in the classroom, each individual staff person will take roll call/visual attendance again.