

<b>Policy Number:</b> ERSEA 010	<b>Title:</b> Sign In and Sign Out
<b>Performance Standard:</b> 1302.16 (a) 1302.47(5)(iv) 1302.47(7)(v)  7 CFR 226.15(e)(4)	<b>Original Date:</b> 8/2006 <b>Updated:</b> 10/2020
	<b>Policy Council Approval/Revision:</b> 5/27/12 1/2018, 12/2020 <b>BOE Approval:</b> 2/2018, 10/2020

**POLICY:**

Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian.

This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle/bus. Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child rosters must be maintained at all times to ensure that no child is left behind, either in the classroom or on the vehicle/bus at the end of the route.

All sites must keep a daily record of participants in attendance by sign-in and sign-out sheets, a separate attendance form or a combination of daily attendance and meal count roster.

The parent/legal guardian or adult designated by the parent/legal guardian must sign the child in and out on provided sign in/out sheet or electronic device.

**PROCEDURE:**

Classroom teacher will make available a daily sign in/out sheet for parents/guardians to sign their child in and out. A paper copy or electronic can be used for sign in and out.

Child must be signed in.

Child must be signed out at pick up. Parent or Guardian must sign child out unless the following exceptions are in place:

- Person picking up is on the “Release To” list [a.k.a. 1520] and has proper identification.

The parent(s) and guardian(s) can add adults/authorized persons for pickup to the sign in and out release to form by contacting the family advocate and requesting a person be added or removed from the Release to (1520) form. It is preferable for the parent to have written permission for adding a new person to this list, but a phone call or text message can also be used if needed. Advocates will need to document how the information was received in childplus. Childplus will

be updated with the new adults information and a new 1520 will be printed out and placed in the classrooms. Removal of an authorized person will be updated in the same manner.

Family Advocates will monitor the sign-in and sign-out on a regular basis

The Early Childhood office will daily monitor both CACFP and attendance on a daily basis and contact the responsible party when it is not marked.

### **Bus Procedure**

Bus Driver and/or Monitor will make available a daily sign in/out sheet for parents/guardians to sign their child in and out. Parent/guardian initial is acceptable.

Child must be signed in by a parent or guardian. Daily attendance sheets will be turned into the classroom teacher daily and kept with the classroom sign in/sign out sheets. Weekly sign in/sign out sheets will be turned into the classroom teacher weekly.

Child must be signed out at pick up. Parent or Guardian must sign child out unless the following exceptions are in place:

- Person picking up is on the “Release To” list [a.k.a. 1520] and has proper identification