

SIGNING IN AND OUT OF CHILD CARE

POLICY: The parent/guardian or authorized designee will sign the child in and out of the center, indicating times when the center is responsible for the child's care.

PURPOSE: To ensure that the child is properly cared for at all times.
To satisfy licensing regulations.
To provide staff a roster in case of an emergency.

PROCEDURE:

1. Documentation of authorized caregivers
 - a. Only the custodial parent or legal guardian can authorize a person to bring or remove a child from care.
 - b. Authorization must be in writing.
 - c. The director or designee will keep a list of names, addresses, phone numbers and relationship to the child, of persons authorized to sign the child in and/or out.
2. Releasing a child to an authorized adult's custody
 - a. Center personnel will ask to see picture ID of the adult.
 - b. Center personnel will check the list of authorized adults for verification.
 - c. If the adult is authorized to pick the child up, she will sign their name and the time on the appropriate date.
3. Unauthorized person seeking custody
 - a. A child will never be released without the presence or written permission of the custodial parent or legal guardian.
 - b. The staff will immediately contact the custodial parent or legal guardian if an unauthorized person seeks custody. Unless previous written permission has been given, the child will not be released.
 - c. The police will be notified of any unauthorized adult insisting they gain custody of the child.
 - d. Custodial parents or legal guardians cannot give authority to a minor under the age of 18 to remove the child from the center.