

Safe Arrival and Departure Procedures

- Upon arrival all children must be supervised by their parent, principal or staff member when they enter the building.
- Upon departure children are escorted by their teachers to their bus or their parent or caregiver's vehicle.
- The teachers must be notified if anyone other than the designated adult arrives to pick up the child.
- Children are released only to adults who are on their pick-up list. Pick-up lists are filled out by the child's parent or legal guardian and kept in the office. Copies of the pick-up lists are kept in the classroom.
- When a child is transported home by the facility an adult must be available to receive the child from the bus or van.
- Children are never left unattended.