

Drop-Off and Pick-Up Greeting and Departing



Intent Statement

A structured policy for dropping off and picking up children helps facilitate smooth transitions to and from child care. Formally transferring responsibility for children ensures their safety, is conducive to their well-being, and provides opportunity for necessary and meaningful communication between the adults that care for them.

Practice and Procedure

Dropping off a child:

- Children will be taken into the child care facility and signed in on the designated sign in/sign out log located near the entrance of the center.
- Children will not be left in the foyer at any time or left outside the facility prior to opening hours.
- Parents/guardians will physically bring their child into the classroom used for their child's care.
- Staff will positively acknowledge each child's arrival by warmly greeting children and parents. For example:
 1. Making eye contact
 2. Smiling
 3. Calling child by name
- On arrival each day, parents and staff will share information that might be relevant to the care of the child that day. For example:
 1. A change in child's health status
 2. Development of a new ability, such as walking, pulling up, opening doors or using the toilet
 3. What and when the child ate or introduction of new foods
 4. When the last diaper change occurred
 5. Requests for any supplies, such as formula, food, diapers or clean clothing
- Separation is handled sensitively by staff when child appears anxious to leave parent. For example:
 1. Providing affectionate physical comfort to the child by holding, rocking, talking or singing
 2. Helping the child to become involved in an interesting activity

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3. Providing something that will comfort child such as special blanket, pacifier or photo of parent
4. Encouraging parent to stay longer and help their child become involved in classroom activity
5. Making sure parents say goodbye to their child

Picking up a child:

- Names, addresses, and telephone numbers of persons authorized to take a child out of the facility should be obtained during the enrollment process, along with clarification/documentation of any custody issues/court orders. The legal guardian(s) of the child should be established and documented at this time.
- A parent or authorized person picking up a child from the center must sign the child out in the designated sign in/sign out log.
- If a previously unauthorized individual drops off the child, he or she will not be authorized to pick up the child without first being added to the authorization record.
- Parent/guardian or authorized person will physically enter their child's classroom to pick up child.
- Staff will ensure that departure of children is well organized. For example:
 1. Staff is aware of parent/authorized person coming in to the classroom and acknowledges them
 2. Staff helps parents immediately locate their children
 3. The child's personal belongings are collected together in an individual space and ready
 4. Children are ready to be picked up. For example:
 - a. They are dressed
 - b. They wearing a clean diaper
 - c. They have their shoes on
 5. Children are adequately supervised
 6. A staff member will be present who can speak knowledgeably to the parent about the child's day and share any relevant information about that child.
 7. A written record will be provided to the parent that includes relevant information about the child's day. For example:
 - a. When diaper was changed and number of wet diapers and BMs
 - b. When a child napped and when they woke up
 - c. When a child was fed and what they ate
 - d. Specific things their child did during the day
- Person picking up child must be at least 18 years old

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- Person picking up child must be named on the child's enrollment form as an authorized person and written permission from the parent must be provided to a staff member, before pick up. Only authorized persons with valid identification will be allowed to pick child up from the center. Verbal permission will not be accepted.
- The center will not release a child to anyone who is not authorized without prior consent from the parent. A list of authorized persons needs to be kept in the child's file in case of an emergency in which parents may not be available to pick up child.
- Should an unauthorized individual arrive without the facility receiving prior communication with the parent/guardian, the parent/guardian should be contacted immediately, preferably privately. If the information provided by the parent/guardian does not match the information and identification of the unauthorized individual, the child will not be permitted to leave.
- Child care providers will not attempt to handle on their own unstable (e.g., intoxicated) parents who want to be admitted but whose behavior poses a risk to children. Staff should consult police or the local child protection agency for help.

Expected child does not arrive on time:

- Parents/guardians will be expected to communicate (confirmation required) with the caregiver/teacher/program on a daily basis by a specified time if their child will not be in attendance.
- The caregiver/teacher/program must communicate as early as possible (within one hour) with the parent/guardian if there is no communication from the parent/guardian about a child's absence. If the caregiver/teacher/program is unable to reach the child's parent/guardian, emergency contacts will be notified.
- A timely method of communication (phone, email, or text) between the parent/guardian and the caregiver/teacher/program will be agreed upon at the time of enrollment.

*Comments: Each year, 20-40 children die from hyperthermia after being left or locked in a car or van. Some of these unfortunate deaths include children whose parents/guardians meant to drop their child off at a child care program or preschool; thus, timely communication with parents/guardians could prevent deaths from hyperthermia. See *CCHC Child Care Drop- Off Confirmation Agreement accompanying this policy.*

When child is not picked up:

- If a child is not picked up at the end of the day and the center is unable to contact both parent and emergency contacts, the following procedure applies:

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1. The child will stay at the center in the care of two caregivers until the premises closes or staff is no longer available to care for the child
2. Staff will contact the local child protection agency and may call 1-800-CHILDREN
3. A full written report of the incident will be documented

Car safety seat for transportation to and from child care:

- Parents will always transport children in age- appropriate car safety seats.
- The child care facility will have extra car safety seats to loan in case parents forget to bring child's seat

Applicable

This policy applies to all staff, substitute staff, parents/guardians and volunteers in the child care setting.

Communication

This policy will be reviewed with parents upon application and a copy will be included in the parent handbook. This policy will be reviewed with staff at orientation and annual staff training.

References

American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education 2011. *Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition.* Elk Grove Village, IL: American Academy of Pediatrics; Washington, DC: American Public Health Association. Also available at <http://nrckids.org>

All About the ECERS-R (Deborah Cryer, Thelma Harms & Cathy Riley, 2003) Kaplan Early Learning Company

All About the ITERS-R (Deborah Cryer, Thelma Harms & Cathy Riley, 2004) Kaplan Early Learning Company

Kids 'R' Kids Schools of Quality Learning. Childcare Services in Midlothian, VA. www.kidsrkids.com/school-locations/VA/child-day-care-Midlothian.php

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North Shore Community Resources. <http://www.nscr.bc.ca/childcare/resource-pdf/best%20practice/Drop%20off%20and%20Pick%20up%20Policy.pdf>

Safe Kids USA <http://www.safekids.org>

Safecar.gov <http://www.safecar.gov/parents/heatstroke.htm#>

National Highway Traffic Safety Association <http://www.nhtsa.gov/About+NHTSA/Press+Releases/2014/NHTSA+urges+parents+and+caregivers+to+think+Where's+Baby,+Look+Before+You+Lock>

Kentucky Child Care Health Consultation Program <http://www.kentuckycchc.org>

Reviewed by:

Director/Owner

Board Member

CCHC/Health Professional

Staff Member/Teacher

Parent/Guardian

Effective Date/Review Date

This policy is effective immediately. It will be reviewed yearly by the center director.

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