



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
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EFFECTIVE: 04-13-06
Updated

SUBJECT:
CHILD SIGN IN AND OUT POLICY

APPROVED: 10-20-10


BY: Ron Griffin, Director

PURPOSE

To ensure that all parents correctly complete the Child Sign In and Out sheet on a daily basis.

POLICY

Community Care Licensing Title 22 requires that all children in attendance have been properly signed in and out by their parent or legal guardian. Parents or legal guardians must notate the time of their child's arrival and departure. Parents must also sign their full legal names.

REFERENCE

Head Start Performance Standards 101229.1(a)(1)

PROCEDURE

- Parent, guardian, or person, 18 years of age or older, who is listed on the child's emergency card, must sign the child in upon arrival and sign the child out at pick-up time.
- Teaching staff must verify that the person signing the child in or out is listed on the child's emergency card. Reminder: A photo ID is required from anyone who is picking up or dropping off children.
- The authorized person who signs the child in or out must write the time of arrival or departure and sign their name in full signature in the appropriate space.
- Teaching staff must monitor the child's sign-in / out sheet for completion.
- If the child is transported to school by bus, staff must sign the child in and/or out with staff's full signature on the sign in / out sheet with staff name at the appropriate space.