


Performance Standard:	Health and Safety	INCA Community Services Head Start & Early Head Start Policies and Procedures 
Sub Category:	Transportation 1304.52 g5; 1304.52 h1ii	
Reference:	OKDHS-Licensing	
PC Approval Date:	9/2018	
GB Approval Date:	9/2018	
Form:	Daily Sign-In/Sign-Out Form	
Responsible:	Classroom staff, Area Supervisor/FEC, Safety Manager	

Child Supervision Arrival, Departure, and Leaving the Classroom

Policy

Enrolled children are under adult supervision at all times and no child is ever left alone or unattended throughout the school day. INCA Head Start does not provide student transportation, but works with schools, public transit and parents to insure the safety of the children.

Children Arrival Procedure: School or Public Transit Provided Transportation

At the beginning of the program year, the Area Supervisor/FEC and Teachers determine staff for bus drop-off points.

Morning Routine:

- When children arrive at the school the Classroom Teacher or designee meets the bus at the drop-off point.
- Staff will ask the driver how many children were picked up and then count the children as they get off the bus (write the number of children on the sign-in sheet)
- Each child is to be checked off the the daily sign in and sign out sheet, then escorts the children to the classroom.

Additional Information:

- If the assigned staff person is not present, the designee assumes these duties.
- Once the Teacher has the children in the classroom, the Teacher completes the Daily Sign in an sign out sheet and inputs into Child Plus by the end of day.

Children Arrival Procedure: Authorized Adult Drop-Off

When parents or authorized guardians/adults drop off their children at the center, they escort the child into the classroom and write the time and their signature on the Daily Sign In/Sign Out Sheet.

Children Departure Procedure: School or Public Transit Provided Transportation

At the end of the school day, the Classroom Teacher leads the children who take the program-provided transportation to the bus pick-up location. Another Teacher supervises the remaining children.

- The Teacher signs the children out of the class on the Daily Sign-in/Out Form.
- Count the bus children before leaving the classroom (write that number on the sign-in sheet)
- Take the sign in sheet to the bus and check the child off the list as they get on the bus.
- Count the children as they get on the bus.
- Teachers are required to get on the bus and ensure they are properly secured in the Public Transit vehicles.

Children Departure Procedure: Parent Pick-UP

Classroom Teaching staff supervise the children waiting for parent pick-up.

- Parents picking up their child from the classroom write the time and their signature on the Daily Sign-In/Sign Out Form.
- When parents are late in picking up their child, Teachers wait with the child for up to 30 minutes past pick-up time.
- If the parent has not arrived to pick up their child after 30 minutes past pick-up time, the Classroom Teacher contacts Area Supervisor or Head Start Director.
- They decide the proper course of action for the child.
- When the:Daily Sign-in/Out Form shows 3 or more late pick-ups within a week.
 - The Teacher notifies the Area Supervisor/FEC
 - Area Supervisor/FEC schedules a conference with the family.

Leaving the Classroom with the Children (Playground, Library, Community Walk, Field Trips, etc.) ([See Field Trip Policy](#))

- Classroom Teaching staff takes a head count before departure, at destination arrival, before leaving the destination, and upon arrival to the classroom.
- Classroom Teaching staff carry the Daily Sign In/Sign Out with them at all times children are in their care.

Documentation

The Teaching staff enters the data from the Daily Sign-in/Sign-Out Form into Child Plus every school day and files the originals in their file cabinets under Daily Sing-In/Sign-Out Sheets and turn into Area Supervisors/FEC at end of program year.

Definitions/Acronyms

PC - Policy Council
GB - Governing Board
INCA - Head Start and Early Head Start programs
HS - Head Start program
EHS - Early Head Start program
FEC - Family Engagement Coordinator

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.