

SAFE ARRIVAL & DEPARTURE PROCEDURES FORM
10A-NCAC-09.0604(t)

Adopted by Freedom Preschool on 08/06/2019

I, _____, the parent(s) of,

hereby acknowledge and agree to abide by the following policies and procedures:

- All children will be accompanied into the facility by an adult when they arrive.
- A staff member must be notified of the child's arrival.
- An adult must come into the facility and notify a staff member whenever their child is leaving.
- Children will only be released to persons listed on the child's application as authorized by the parent or guardian.
- A staff member will request to view a driver's license or government identification to verify the identity of persons other than a child's known parent(s) or guardian(s).
- Authorization from a child's parent(s) or guardian(s) is required in writing when anyone other than the designated person(s) as listed on the child's application arrives to pick up a child.
- A staff member will require a parent(s) or guardian(s) to sign their child in and out of the facility according to the program's policies.
- A staff member will record daily arrival and departure times, and they will ensure no child is ever left unattended.

Signature

Date