



Wiseburn Unified School District

WISESBURN CHILD DEVELOPMENT CENTER (WCDC) **REVISION to Parent Handbook – Sign In/Out Policy and Procedures** **September 2016**

Sign In and Out Procedures

California Code of Education, Title 5 (5 CCR), 18065(a)(1) requires that all children be signed in and out of the center by a parent/guardian or authorized designee. All individuals must be 18 years or older. No child is to be dropped off without a signature. Children should never be left unattended in the classroom or on the playground. Please allow enough time to ensure smooth transitions for the child at arrival and departure time.

For your child's safety, only those adults listed on the Emergency/Earthquake Release card may sign a student in/out. Children will only be released to their parents or individuals authorized on the Emergency/Earthquake Release card. If someone other than such authorized person(s) must pick up your child, you must notify the center and complete the appropriate documentation. All individuals picking up a child should be prepared to show picture identification when they enter the facility. Staff members will question anyone they do not recognize and will check the child's Emergency/Earthquake Release card before releasing the child.

All information on Emergency/Earthquake Release cards must be kept current and complete at all times. Parents/guardians are responsible for updating any changes to the information on the Emergency/Earthquake Release card immediately.

Arrival and Departure

Arrival

- All children must be accompanied into their classroom by their parent or authorized designee.
- The parent or authorized designee must sign the child in with a full signature and date on the sign in/out sheet.
- It is the responsibility of the parent/designee to be sure that they acknowledge a teacher during their child's arrival.
- Parents should assist their children with placing personal belongings in their respective cubby or on a hook outside the classroom (for Cabrillo preschool students).

Departure

- All children must depart the center with their parent or authorized designee.
 - The parent or authorized designee must sign the child out with a full signature and date on the sign in/out sheet.
 - It is the responsibility of the parent/designee to be sure that they acknowledge a teacher during their child's departure.
 - Parents are responsible for checking for parent notices, newsletters, and student's artwork or other projects
 - Parents are responsible for reading newsletters and being on time for activities and field trips. When a parent signs the child out, the center is no longer responsible for the child.
- Preschool students must arrive at the center by **8:00 a.m.** for Cabrillo or by **8:30 a.m.** or **10:00 a.m.** for Anza so that the instructional program is not disrupted.
- ***Children will not be released to a minor child or any adult suspected of intoxication from alcohol or drugs, even if their names appear on the Emergency/Earthquake Release and the Registration Packet.***