

## Sign In/Sign Out Procedures

**RCC teachers and parents must work together to ensure the safety and wellbeing of all our children.** In order to ensure minimum safety, teachers must be aware of when a child is being dropped off and picked up – *and by whom*. To provide the best care throughout the day, teacher(s) must also be aware of how each child is feeling and any special circumstances surrounding their pick up or routine. And, again, upon pick up, the teacher(s) must ensure that the child is being picked up by an authorized person, and that any critical information about the child's day is communicated to the responsible adult picking up the child.

Therefore, **it is mandatory** that, in addition to greetings and brief verbal communication with the teacher, each Parent/Guardian **MUST** sign (with their name, not title ...i.e. "mom"... ) and indicate the time they are dropping off/picking up their child on our **Sign In/Out sheet**. The Sheet also provides a spot for any special phone number/person to be contacted that day in case of emergency.

Teachers must support this mandatory safety procedure by keeping the Sign In/Sign Out sheet visible, convenient **AND requiring the sheet be signed before accepting/releasing any child**. Of course, under no circumstances will a child be accepted or released by a person not known to the teacher or not previously authorized (in writing) as an emergency contact by the child's parent(s).

If, for any reason, the Sign In/Out Sheet is not filled out – or is incomplete – a teacher must notify a member of Administration immediately.

**Remember, this procedure is mandatory** and non compliance of families or staff may result in disciplinary action up to and including termination.