

Arrival, Departure, and Late Pick-up Policy

Performance Standard: 1302.47(b)(5)(iii), 1302.47(b)(5)(iv)

Arrival and Departure

All adults who transport children are **required to sign their child in at drop-off and out at pick-up**. For the safety of Head Start children, parents must make sure that they and/or their children are acknowledged before leaving.

Children will only be released to the parent, guardian, or anyone designated on the Enrollment Emergency Contact Form. If it is necessary for a child to be picked up by someone other than those designated, the parent/guardian must call the center to make staff aware of the person picking up the child, and to give permission. The teacher will ask if the parent/guardian would like to add the person as an emergency contact and, if so, the teacher will add them to the Emergency Contact Form. **A photo ID will be required by anyone that is unfamiliar to staff.**

Late Pick-Up

It is important for children to be picked up in a timely manner from their day at Head Start. Doña Ana County Head Start has adopted the following procedures for children that are not picked up from their classroom on time.

1. Staff will attempt to call parent/guardian at the numbers listed in the child's file if they are more than 15 minutes late.
2. If staff is unable to contact parent/guardian, staff will attempt to contact emergency contacts listed in the child's emergency list.
3. If staff is not able to contact anyone on the emergency/contact list, staff will attempt to call the parent/guardian again.
4. If staff is unable to contact anyone, staff will proceed with the following:
 - a. Contact the Program Manager and immediate supervisor as soon as the parent/guardian is late.
 - b. If given instruction by Program Manager: Call the area Police Central Dispatch to report that a child has not been picked up from the program.
 - c. Contact New Mexico Children, Youth & Families Department by dialing #SAFE #7233) from any cell phone or by calling 1-855-333-SAFE(7233)
 - d. Contact the State of New Mexico Child Care Licensing at 373-6609 ext. 115 within 24 hours. (ONLY IF POLICE OR CYFD ACTION HAS TAKEN PLACE).

Staff will remain with the child until the situation has been resolved.