

**Shasta Head Start Child Development, Inc.**  
**CHILD SIGN-IN & SIGN-OUT PROCEDURES**

**Self-Transport:**

Each child who is transported to the center must be signed in by a parent or guardian upon arrival and signed out at the end of the day. The sign-in/out log will be kept in the classroom or go with staff wherever the children go (playground), and available to parents at all times. Teachers and Caregivers are responsible for training parents on how to correctly complete the form, including signing their full, legal signature.

**Bus Transport:**

The Bus Driver is responsible for having each parent sign their child in on the bus sign-on/off log. The Bus Driver must bring the sign-on/off log into the classroom, to be kept with the teachers sign-in/out log showing that all children have been accounted for.

At the end of the day, the bus driver will take the sign-on/off log back to the bus for parents to sign their child off.

Staff must follow the written procedure for loading and unloading children from the bus.

**Records:**

These sign-in/out logs shall be kept on site for 1 year, in accordance with Community Care Licensing #101229.1