

Learning Lamb Early Development Center

Safe Arrival & Departure Procedures

10A NCAC09 .0604(t) Each center shall establish safe procedures for pick-up and delivery of children. These procedures shall be communicated to parents, and a copy shall be posted in the center where they can be seen by parents.

- Upon arrival, all children must be accompanied by an adult inside the facility.
- Staff must be notified of the child's arrival.
- Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving.
- Children will only be released to persons that are listed on the child's application that are authorized by the parent/guardian. Staff will request to view a driver's license to verify identify of person other than know parent/guardian.
- Authorization from parent/guardian is required in writing when anyone other than designated person(s) as listed on the child's application arrives to pick up the child.
- When a child is transported by the facility to the child's home, an adult must be available to receive the child from the bus or van.
- Sign children in and out according to the program's policies. Daily arrival and departure times must be recorded.
- Children must never be left unattended.