

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: D-Health Program Services
Section: 1302.47 Safety Practices
Subject: Signing Children In and Out

Policy:

Head Start/Early Head Start is required by the State of Florida childcare standards to document when each child enters and departs a Head Start /Early Head Start facility. Such records shall be maintained for a minimum of (1) year.

Procedure:

1. Parent/guardians will sign children in each day when they arrive at the Head Start /Early Head Start Program.
2. Parent/guardians will sign children out when picking child up from a Head Start /Early Head Start Program.
3. Bus Escorts will document the arrival time of each child arriving and departing Head Start/Early Head Start via bus or other Head Start/Early Head Start provided transportation.
4. Head Start/Early Head Start teaching staff will sign children into classroom upon arrival in classroom off the bus and departure from the classroom to the bus.
5. Sign in/out sheets will be filed in the Center Directors office by the teaching staff at the end of each month and kept for one school year.