

Children After School Hours Policy

Parents/caregivers are expected to be present when the bus arrives to drop their child off after school. Parents/caregivers who come to school to pick their child up are expected to arrive on time. In cases of emergency only, parents/caregivers must call the center and let them know why they are running late and make arrangements for their child to be picked up. If no one calls or appears at school or the bus stop:

1. Someone at the center (Site Supervisor, Family Advocate or Lead Teacher) will make an attempt to get in touch with people on the kid list authorized to pick up the child.
2. If no one can be reached and no authorized person has been heard from 30 minutes prior to the last staff person's regular end time for the day (Site Supervisor, Family Advocate or Lead Teacher), steps will be taken to get in touch with Department of Human Services, Child Welfare and/or law enforcement.
3. It will be reported that the child has been endangered by the parent/caregiver (left in a situation where there is no one to take care of the child) and a request will be made that they pick the child up.
4. The staff member will ensure that the "Removal of Child from Head Start Site Custody Statement" is completed (form is page 6 of Child Abuse Policy).
5. The staff member will leave a note on the door or a message on the answering machine at the child's home to let the family know whom they may contact regarding the whereabouts of their child.

Parents and caregivers will be made aware of this policy at Parent Orientation. A copy of this policy and procedure will be included in Parent Orientation folders. Parents will be advised of the time of the last staff person's end time may vary depending on center and attendance of staff.