

Sample Childcare Policies

CHILD TRACKING PROCEDURE

Susan's Child Care Center shall implement a procedure to ensure that the number, names and whereabouts of children in care are known to assigned child care workers. In order to track children being transported and ensure that their whereabouts are documented from the time the child is picked up until that child is dismissed to the responsible caregiver Susan's Child Care Center will keep a written attendance checklist to make sure that all children are accounted for by name and sight at each transition, inclusive of each time a vehicle is exited. If the driver is transferring the children to another caregiver, Susan's Child Care Center staff will be sure the driver acknowledges the transfer before leaving the child.

PROCEDURE IF CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION

If a child who is scheduled to arrive at Susan's Child Care Center does not arrive within 15 minutes after the specified time on the written agreement signed by the parent, and Susan's Child Care Center has not been notified in advance of the child's absence, Susan's Child Care Center will attempt to contact the parent or guardian to determine the child's whereabouts.