

# The Learning Tree Child Care Center

## Sign in and Out Policies

The Learning Tree places the safety of each child in high regard. For this reason, we have many procedures in place to ensure who is on our care at all times. As part of these policies, parents/guardians are required to sign their child in and out every day that their child is in attendance.

Upon arriving at the center, parents/guardians will enter their code into the touch screen computer in the center's lobby. A ticket will be printed. This ticket is to be given to the classroom teacher. Please be aware that no child may be dropped off or picked up without a ticket. Learning Tree teachers have completed an extensive training on this policy and will advise all parents/guardians without a ticket to go back and retrieve one. While we understand that some may view this as an inconvenience, please know that this procedure is in place to keep your child safe. Our intent is not to appear as insensitive to your busy schedule but rather to provide you peace of mind that your child is safe, accounted for, and released to an authorized individual.

Often times, children may be picked up by a person other than the parent or guardian. In these instances, the guest will ring the doorbell to gain access to the building. Their ID will be checked against the child's Emergency Card to ensure that you have authorized them to pick up your child. The guest will be required to sign the child out in the office and will be given a guest pass to take to the child's teacher in place of a ticket. As the parent/guardian of the child, it is your responsibility to inform the guest of this policy.

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Print Parent Name

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Parent/Guardian Signature

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Date