

## Safe Procedures for Pick-up and Delivery

### Rule .1003(b)

Child care programs must establish safe procedures for pick-up and delivery of children to ensure children are protected from danger and not exposed to risk of harm. This includes safe pick-up and delivery procedures for parents, as well as, safe pick-up and delivery procedures for the transportation of children to and/or from the center, to and/or from public/private school programs, to and/or from the child's home, to and/or from off-premise activities, such as, field trips and other education outings. The safety procedures must be communicated to parents, and a copy must be posted in the center where the procedures can be seen by parents. Your safe procedures may include:

- Time frames, if appropriate, for pick-up and delivery of children
- Upon arrival, children should be accompanied inside by a responsible person
- Where the child should be taken upon arrival
- Who the parent should notify when the child arrives and departs
- How children should be picked up (i.e. Upon departure, an adult must come inside the facility and notify staff that the child is leaving)
- Authorization is required in writing when anyone other than the designated responsible person indicated on the child's application arrives to pick up the child.
- Children should never be left unattended