

# Arrival & Departure Records

**Child Care Learning Centers: 591-1-1-.08(p)1.-2.** - Records of a child's daily arrival and departure for the twelve (12) preceding months shall be maintained but need not be filed in each child's record. The Parent or person(s) authorized by the Parent to drop off and pick up the child will document, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The Center shall ensure that children are only released to authorized person(s), and Center Staff shall take necessary steps to determine that any such person(s) presenting to pick up a child in care is authorized by the Parent(s) of the child and that person matches the identifying information provided by the Parent.

1. The documentation shall include at least the following information: the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure.
2. These records shall be made available to the Department in printed or written form upon request.

**Family Child Care Learning Homes: 290-2-3-.08(1)** - The Home shall maintain current and updated individual records on each Child in care. The Home shall maintain the records outlined herein while the Child is in care and for a period of one (1) year after such Child is no longer in care at the Family Child Care Learning Home. Such records shall include:

**290-2-3-.08(1)(j)** - Documentation that the Child has been signed in and signed out of the Family Child Care Learning Home at the time of each arrival and departure by the Parent or person(s) authorized by the Parent to drop off or pick up the Child, which includes at least the following information: Child's name, date, drop-off and pick-up times, and initials of Parent or other authorized person, and which need not be filed in the Child's individual record. The Family Child Care Learning Home shall ensure that Children are only released to authorized person(s), and the Home shall take necessary steps to determine that any such person(s) presenting to pick up a Child in care is authorized by the Parents of the Child and that person matches the identifying information provided by the Parent.

## Rule Type: Non-Core Rule

### Intent of the Rule

To protect the health and safety of individual children by requiring basic information, obtained at arrival and departure, to account for each child in care. To provide for children's safe release from the child care program by ensuring that children are released only to person(s) authorized by the child's parent(s).

### Clarification

Accurate arrival and departure records confirm children's presence or absence from the child care program, ensure a safe transition between home and the program, and provide for the continuation of a child's safe care and custody. These records help child care program staff establish who is in the care of the program at any given time.

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### Indicators

- ✓ Arrival and departure records must contain the following information: the date, the child's name, the times of arrival and departure, and the signature or initials of the person dropping off and picking up the child.

- Recommendation: Arrival and departure records should be compared to daily attendance records to ensure that all children present in the facility have been accounted for.
  - Note: It is acceptable for a child care program staff person to complete the arrival and/or departure record when a child is transported by the child care program. In situations where children are dropped off and/or picked up in a carpool line, the parent (or person) dropping off or picking up the child must complete the arrival and departure record.
  - TIP: Consider positioning a child care program staff person near the entrance to remind parents to complete the arrival and departure record. In carpool situations, consider keeping arrival and departure record forms on a clipboard. This allows parents to document the required information as staff load and unload each vehicle.
  - Organizational Tip: Use the arrival and departure record as a daily tool to communicate with parents whenever children are absent from the child care program for an unexplained reason. This communication should be as early as possible by a method (i.e., telephone, text, email, etc.) agreed upon at the time of enrollment.
  - Reminder: When the child care program receives funding from sources such as the Child and Adult Care Food Program (CACFP), the Childcare and Parent Services (CAPS) program, etc., policy requirements related to children’s attendance records could differ from the rule requirements. In that case, the child care program must comply with both the rule requirements and the funding program’s requirements.
- ✓ Arrival and departure records shall be maintained for the twelve (12) preceding months, and these records shall be made available to the Department in printed or written form upon request.
    - Note: It is acceptable for arrival and departure records to be computerized as long as the electronic records can be printed upon request and maintained for the twelve (12) preceding months. When used, electronic records should capture all of the required information related to children’s arrival and departure. If child care program staff convert written record information into electronic format, the written records must be maintained as documentation.
    - TIP: Sample forms for documenting children’s arrival and departure can be found on the Bright from the Start: Georgia Department of Early Care and Learning website. (See resources below.)
    - Organizational TIP: Keep arrival and departure records in a central location for easy access by child care program staff, DECAL child care consultants, etc.
  - ✓ Child care program staff shall ensure that children are only released to authorized person(s), and shall take necessary steps to determine that any person(s) presenting to pick up a child in care is authorized by the parent(s) of the child and that person matches the identifying information provided by the parent.
    - Note: Always ask for identification and match the identifying information of the person picking up the child with the authorized release person information listed in the child’s record.
    - Organizational TIP: To easily confirm the identity of the authorized release person, consider keeping children’s records in a location accessible to any child care program staff who may be responsible for releasing children.

## Resources:

Bright from the Start: Georgia Department of Early Care and Learning Sample Sign-in Sheets

CCLC: <http://dec.al.ga.gov/documents/attachments/DailyAttendanceForm.pdf>

FCCLH: <http://dec.al.ga.gov/documents/attachments/FCCLHSigninSheet.pdf>

Caring for Our Children

<http://cfoc.nrckids.org/StandardView/9.2.4.10>