

## **Nursery, Toddler and Preschool Check-In/Check-Out Procedures**

### **Check-In Procedures**

- Parent arrives at Welcome Station and picks up a pager and family tags
- Parent attaches name tag to each child and keeps Parent Security Tag
- Parent drops each child off in appropriate classroom and signs their child in on sign-in sheet

### **Check-Out Procedures**

- Parent drops pager off at Welcome Station
- Parent picks each child up in classroom and turns in Parent Security Tag to teacher
- Teacher removes child's name tag

### **Admin Procedures**

- Childcare Specialists pick up all tags from classrooms and returns them to Welcome Station
- Coordinator reorganizes them into their family folders for the next week

## **Kindergarten – 3<sup>rd</sup> Grade Check-In/Check-Out Procedures**

### **Check-In Procedures**

- Parent arrives at Welcome Station and picks up a pager
- Parent drops each child off in appropriate classroom and signs their child in on sign-in sheet

### **Check-Out Procedures**

- Parent drops pager off at Welcome Station
- Parent picks each child up in classroom