

Head Start/Early Head Start Policies and Procedures

Arrival and Pickup of Children Procedure

With Adaptations for COVID-19

Rationale: To ensure compliance with the State of California Child Care General Licensing Requirements, PIN #20-06-CCP, collaboration with the California Department of Education, and in response to COVID-19 pandemic.

Guidance: Per State of California, Department of Health and Human Services Agency, Community Care Licensing Division, Title 22, Division 12 chapter 1, 101229.1, all children arriving to and leaving the child care site, must be signed in/out by the person who brings/removes the child to/from the site.

Procedure: SETA Head Start Staff will:

1. Establish routine, daily health checks on arrival using the agency prescribed health check procedures (See Health Check procedures)
2. Conduct a visual wellness check of all children upon arrival and ask health questions.
3. Parents or caregivers will meet at the facility's designated location for pick-up and drop-off of children.
4. Parent or caregiver visits to the center should be as brief as possible.
5. Parents or caregivers will check in at the designated sign in location one at a time to allow for social and physical distancing
6. Parents and caregivers will be asked to wash their own hands and assist in washing the hands of their children prior to arriving at center for drop off, prior to coming to pick up, and when they get home.
7. Parents will sign children in and out on the agency provided I-Pad upon arrival. Staff will sanitize the I-Pad thoroughly in between each sign in.
8. A staff person will then accompany the child from the designated check in location to the classroom.
9. If a parent arrives before the class session is scheduled to begin, they will be asked to wait in their car or outside until class time begins.
10. Parents and Caregivers will socially distance while waiting for their turn to sign their child out on the agency provided I-Pad. The staff person will sanitize the I-Pad in between each sign out.