

Late Pick-Up and Early Drop-Off of Head Start Child

Procedure:

- At enrollment, parents/guardians are informed of the time their child should be picked up from the classroom.
- If an emergency situation arises, parents/guardians must contact staff immediately to inform them of the alternate plan for their child.
- If no adult is present to pick up a child at the end of class, the following steps are taken:
 1. Contact is attempted immediately with the parent/guardian.
 2. Persons from the emergency contact sheet are called after 5 minutes.
 3. Social Services is called if no contact has been made with the parent/guardian or anyone on the emergency contact list 15 minutes after the scheduled pick-up time.
- For a child riding a Head Start bus after class, the following steps are taken when no one is present to meet the child:
 1. Contact is attempted immediately with the parent/guardian.
 2. Persons from the emergency contact sheet are contacted next.
 3. Staff call Social Services if no contact has been made with the parent/guardian or anyone on the emergency contact when the bus arrives back at the site.
 4. Once the bus arrives back at the site with the child, the parent/guardian or other approved person must pick up the child from the site. The bus cannot make a special trip to attempt another drop-off.
- Staff cannot accept children before the site's scheduled or licensed start time.
- Families who are not following the proper times for drop-off and pick-up are reminded of this policy and that they are placing their child's slot in jeopardy.

This policy complies with Minnesota Department of Human Services Child Care Center Licensing Standards.

Approved by Policy Council on April 5, 2017.

Reviewed 06/17/2025

Additional References:

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