

## **Dor Hadash Early Childhood Educational Center**

### **Sign in and Dismissal Policy**

In order to keep our children safe, our school has developed a sign in and dismissal policy.

#### **Arrival:**

Children come to our school in three ways:  
Carpool, bus or walking in.

Children that arrive by carpool or bus will be signed in by the teachers. Caregivers that walk the child in are required to sign in the child as soon as they arrive.

#### **Dismissal:**

No child will be sent home with a person that does not show up in the authorization for pick up.

Please make sure you include in the list, all the people that may eventually pick up your child.

In an emergency only, at the discretion of the director, the child may be picked up by a person that is not included in the authorization form for pick up only after being contacted by the child's parents and being provided with the person's full name.

In order for this individual to be able to pick up the child he/she will be required to show a valid driving license.

**We appreciate your cooperation in maintaining the security of our facility and the safety of your children.**

**Viviana Resnick,**

**Director**