Amendment to the Safety Policies and Procedures: 8/2/19

1. When a child is returned back to school staff must sign the bus manifest to show transfer of custody back to Head Start.
2. Staff are required to call or text the child's emergency contact persons listed in the child's file using the ChildPlus system.
3. After someone from the child emergency contact has be notified, the staff will report their case notes in ChildPlus under the Child's Event Tab. If a tab has not been opened for the child, staff will need to create a tab and note the child was returned to school and give date/time. Staff should note how many returns this child has, so that when you complete the new Parent Notification form you can check the appropriate box.
4. Once the child emergency contact has arrived to pick up the child, they <u>MUST</u> show a valid ID.
5. The emergency contact must sign the Late Bus Duty form to transfer the custody of the child to them.
6. Staff must go over the Parent Notification form with child emergency contact, and individual must sign it. Once they sign the Parent Notification form the child can be release to them.
7. This must be done for every child that is returned.
8. Staff must also sign the form and initial the bottom stating that they have enter the notes in ChildPlus system.
9. After ONE HOUR If an emergency contact person cannot be reached, staff must call CPS or the Police Department.
10. Once all the children have been delivered home, we must get the all clear from all of the Transportation Department.
11. Staff will then take a picture of each of the Parent Notification form, send it to their (FACs) email, then attach the Parent Notification Form to the all clear email, which will be sent to all Managers, Site Manager, and FACs. The email must state all clear and or which child was undeliverable and brought back to Head Start.
12. Once the FACs receive the email they must print their child Parent Notification form, and do a follow up with the child's parents, then enter a follow up in ChildPlus. Insert the printed copy of the child's Parent Notification form in the child's file.