



Lil' Saints Preschool

SIGN IN/OUT PROCEDURES

1. The parent/guardian shall bring the student to the classroom and wait for the child to be greeted and met by the teacher or director. After the student has been greeted and it has been determined that the child is in good health the parent will sign the sign in sheet putting the time of arrival and students name and their age.
2. When picking the student up from school the parent/guardian will sign the sign out sheet stating the student's name, time of departure, parent/guardian full signature.
3. Student will only be signed in/out by their parent/guardian unless written notification has been given to the director in advance signed by the parent/guardian that the student may be admitted or released to the named adult.
4. Violation of this sign in/out procedure is reason for termination.

I have read the sign in/out procedure and will follow it.

Parent/Guardian

Date

Child's Name