

13b1. Parent/Guardian Orientation to Classroom Sign-In/Sign-Out Form & Volunteer Inkind Procedures

Signing Your Child In and Earning Inkind

1. Upon arrival, you sign your child in, on his/her Classroom Sign-In/Sign-Out form by writing down:
 - The Date
 - The Time Your Child Entered the Classroom
 - The Phone Number, Where You Can Be Reached That Day
 - Your Signature
2. When you volunteer at the classroom and/or center, fill in the Volunteer Time In/Out.

Signing Your Child Out

Upon pick-up, you sign your child out, on his/her Classroom Sign-In/Sign Out form by writing down:

- The Time
- Your Signature

Your Family Information Form

Please remember that no minor (*anyone under the age of 18*), other than the parent/guardian, is allowed to sign out a child in a licensed facility. Your child can be released to adults, you have designated, on your Family Information Form.