



First Steps Academy immediate procedure amendment to child signing in and signing out procedure.

Below is being implemented IMMEDIATELY.

Program Plan for Childcare Sign in and Sign Out

A daily sign-in/sign-out sheet will be located with-in each classroom with each child's first and last name indicating the times of arrival and departure. Parents and or Instructors will sign-in with the time of arrival and then again sign-out with the time of their departure. This procedure also includes any child leaving the program, including but not limited to the follow; dance, gymnastics and or any and all medical appointments. All children must be signed out when they leave for the above reason(s) and signed in again upon arriving back within the classroom.

As of March 1st, 2014 below will be the new plan.

This will be sent out to you prior to March 1st to update it.

Program Plan for Childcare Sign in and Sign Out

Located within each classroom is a wireless tablet utilized for signing in and out each child. Parent and or Instructor will sign in each child upon arrival and then again upon departure. Each child will be assigned an individual code. When signing in / out, this code will assure **no** mistakes with signing in or out the wrong child. This procedure also includes any child leaving the program, including but not limited to the follow; dance, gymnastics and or any and all medical appointments. All children must be signed out when they leave for the above reason(s) and signed in again upon arriving back within the classroom.