

## **Check In and Check Out**

STATE LAW REQUIRES that an adult accompany a child into the building. Sign-in sheets are located by the door or are with the KK group. **All children are required to be signed in. A PARENT'S FULL SIGNATURE IS REQUIRED BY THE STATE, NO INITIALS.** (WAC 388-295-7030) Children are not permitted to sign themselves in or out of the center. A \$10.00 charge will be assessed per session if a child is not signed in or out and a \$5.00 charge will be assessed per session if initials are used.

**When checking out:** Collect all your child's belongings and papers. Blanket should be taken home on Friday and laundered. If your child has medication, please ask a staff member to retrieve it. Sign your child out and notify a staff member that you are leaving. All persons designated to pick up your child must be on the permission to pick-up form. Picture identification will be required of persons we are not familiar with. The office staff may call you about any situation that is questionable. Therefore, it is very important that work and emergency numbers are kept current.