

# Safe Arrival and Departure Policy

Policy No. 215



The safe arrival of children to and from the Early Learning Program is of the highest importance. We will work in partnership with applicable transportation departments and families to ensure the safe arrival and departure of all children.

School district transportation and/or contracted bus company personnel must abide by their own transportation policies and the PSESD Early Learning *Safe Arrival and Departure Policy*.

No child will be released to a person under the age of 18 regardless of whether or not the local school district/agency allows for release to a younger person.

Children who are homeless, or whose families are in crisis, may need access to hired transportation (taxi, Uber, Lyft). Parents/guardians or an adult authorized in writing by the parent/guardian, must accompany the child to and from the ECEAP, Head Start, or Early Head Start site.

A copy of court ordered legal documents that prohibit or limit non-custodial parents from having their children released to them will be kept on file. If there are indications of alcohol and/or drug impairment of the designated individual picking up or receiving the child and the appearance that the child will be at risk, the child will not be released to that individual.

All parents/guardians will be informed verbally and in writing of the Early Learning *Safe Arrival and Departure Policy* and related procedures at orientation and/or enrollment. Additionally, all parents/guardians will be provided a copy of the school district's or bus company's policies. An interpreter will be used when necessary to support understanding of both verbal and written information. Written information will be provided in the parent/guardian's home language when possible.

Parents/guardians will sign the "Safe Arrival and Departure Agreement" in the [Family Connections](#) packet during enrollment.

Approved by Policy Council: October 16, 2018

Approved by Board of Directors: October 17, 2018