



189 West Creek Road
Saint Marys, Pennsylvania 15857

SAFETY DURING DROP-OFF AND PICK-UP OF CHILDREN

D.P.W. Day Care Regulations 3270.171 (b) (c) 3280.171 (b) (c)

The parent/guardian of each child shall enter and exit the parking area located in front of the Elcam Community Center/A Step Ahead Child Center driving slowly and watching for children being accompanied to and from the child center.

The ignition of all cars must be turned OFF and the keys removed from the ignition.

NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE.

All children must be accompanied by a parent/guardian or designated adult to and from the child center. While children are walking to and from their cars, their care and safety are the responsibility of the **parent/guardian or designated adult**.

The child(ren) will only be released to their parent/guardian unless written instructions are received permitting pick-up by another adult. In an emergency, a designated Child Center Staff may contact the parent/guardian of each child and will document pertinent information regarding an alternate adult picking-up a child. Child Center Staff will verify this information by a return call to the parent. **Identification is required** of the specified person picking-up the child before the child will be released from the child center. In the event that Child Center Staff on duty are not familiar with a parent/guardian, they may **require** them to also produce **identification**.

We would appreciate your cooperation with the above outlined procedures. Please keep in mind that they are designed with your child's safety and well-being in mind. Please feel free to discuss these and any other matters with the Director or Child Center Staff if you have any questions or concerns.

THANK YOU.

PARENT/GUARDIAN SIGNATURE

PRINTED NAME

DATE

DATE RECEIVED BY DIRECTOR: _____

INITIALS: _____