

## **Student Sign-In and Sign-Out Policy**

### **1. Purpose**

**Sign-in and out policy to ensure the safety and security of all students by requiring that a parent or legal guardian signs their child in upon arrival and departure each day. This policy is in place to maintain accurate records of student attendance and to ensure that students are released only to authorized individuals.**

### **2. Sign-In Procedure**

- **Arrival Time:** Parents or guardians must accompany their child to the designated sign-in area each day, ensuring that their child arrives on time for the start of the school day.
- **Sign-In Sheet:** A sign-in sheet will be available upstairs in the reception area. Parents or guardians must write their full name next to the student's name on the sheet.
- **Late Arrivals:** If a student arrives after the designated start time and the doors are closed, the parent or guardian must ring the doorbell to request entry.

### **3. Sign-Out Procedure**

- **Authorized Pick-Up:** Only parents, legal guardians, or individuals authorized in writing by the parent or guardian are permitted to sign out a student. The school must have a current list of authorized individuals on file.
- **Departure Time:** Parents or guardians are required to sign out their child at the end of the school day by recording their full name on the sign-out sheet.

### **4. Late Pick-Up**

- **Late Fees:** Parents or guardians who do not pick up their child by the designated pick-up time may be subject to a late fee. Repeated late pick-ups may result in further action as deemed necessary by the school administration.
- **Notification:** If a parent or guardian knows they will be late, they should notify the school as soon as possible. The school will make arrangements for the student's care until they can be picked up.

### **5. Non-Compliance**

- **Warning:** Failure to comply with the sign-in and sign-out procedures will result in a written warning from the school administration.

- **Repeated Violations: Continued non-compliance may result in further actions, including meetings with the school administration to discuss the issue and potential consequences for the student's enrollment.**

#### **6. Amendments to Policy**

- **This policy may be reviewed and amended by the school administration as needed. Parents and guardians will be informed of any changes to the policy in advance.**

**This Sign-In and Sign-Out Policy is designed to protect the safety and well-being of all students. We appreciate the cooperation of parents and guardians in adhering to these procedures.**