***Summer Program Arrival and Departure Procedures***

**Caswell Community Head Start**

Parents will form a line under the awning to the right of the front door. Parents will exit the opposite direction.

Families will maintain 6 feet distance to the best of their ability. Signs and markers will be posted.

Prior to children being signed in a staff person will take their temperature and log it on the Temperature Log. Families will be asked the appropriate COVID-19 monitoring questions. A staff person will sign the child in as long as they pass the COVID-19 Screening.

During departure a table will be provided with the Sign Out Form. Enough pens will be provided for EACH family to use one. Used pens will be kept separate from the clean ones. Pens will be cleaned before being used again.

NOTE: A person above the age of 18 will walk the child to the door. A person on the approved Pick Up Release Form with proper ID will sign the child out.