



## YSO Policy: Sign-In/Sign-Out and Drop-Off/Pick-up

This policy is from a handbook for after-school youth programs. For this policy, BE SAFE recommends the following:

- Include a procedure of what to do when youth intend to sign themselves out of the program, but external conditions are not suitable for the youth (such as cases of inclement weather or reports of recent violence);
- Check-in with youth before they leave the program to make sure they feel safe.

### Policy and Procedures:

The following procedures will be followed when youth arrive or leave the program:

- a. Each youth must be signed in and out of the program by the person dropping the youth off and picking the youth up, including the date and time the youth arrives or leaves.
- b. Youth may sign themselves in and out of the program if they arrive and leave the program by themselves.
- c. Persons signing youth out of the program shall use identifiers, such as a signature, initials, or electronic code, and have photo identification if they are unknown to the program.
- d. Only parents, persons with written authorization from parents/guardians, and youth will be allowed to take youth (themselves) from the program. In emergency situations, the parent/guardian may give verbal authorization to the program staff. The verbal authorization includes confirmation of identity.

### Unauthorized Pick-Up Procedure:

- a. It is acceptable if you have written permission from a parent or authorized person OR if you have a phone message taken by the school office from a parent or authorized person OR if the parent notified you the night before in person (at which time you could have them write it for you), it is acceptable to have an additional person pick-up the youth. Always check for proper identification.
- b. If you have not been notified, simply call a parent or authorized person to receive verbal permission over the phone.
- c. If you are unable to reach a parent or authorized person on the phone, you CANNOT release the youth to that individual even if it is a parent not listed under "authorized people."



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