

Sign In and Out Procedures

Every child must be signed in and out each day in order to meet the requirements of the State of Arizona, Bureau of Child Care Licensing. Individuals must be at least 18 years of age and must sign the sign in/out sheet using his/her first initial and full last name and the exact time of arrival or departure.

In order for parents to provide those individuals authorized to sign their child in and out of Starting Blocks Academy, they will complete at registration time a blue Emergency Information Form. Only individuals listed on the blue Emergency Information Card will be allowed to sign a child in or out. [Parents are required to keep the information on the blue Emergency Information Card current and to update the card when changes occur]

For an individual to be able to pick up a child, who is not listed the blue Emergency Information Card, the parent will first need to establish a password. This password will be used to securely identify any individual who the parent has asked to pick up his/her child for one isolated situation. The parent must notify Starting Blocks Academy prior to the individual's arrival providing the person's name. When the person arrives he/she will provide the password along with a photo identification.

