

SIGN IN-OUT PROCEDURE



- Bring your child into the nursery and wait until a Volunteer or the Nursery Attendant takes your child.
- Sign the Child's name in the appropriate box on the Sign In—Out form.
- Next, sign the time you brought the child in.
- Next, a nursery worker will hand you a pager with a number on it.
- The nursery worker will fill in on the sheet which pager number you have.
- When you return to the nursery, please sign the time.
- Next, hand your pager in to the nursery worker. (This is your ticket to pick up your child. If grandma is visiting and she is picking up your child, you must give her the pager)
- You or whomever picks up your child **MUST** sign them out! That way, we are aware of who has picked up each child for security reasons.
- A nursery worker will either direct your (older) child out of the play area and into your arms, or pick up and hand you your (baby) over the barrier.

