

specify what school the child attends, and designates whether the child is picked up in the morning or afternoon. The center has several check in/check out obligations on the van log. Each morning before the school age children leave the building they are to be signed out using the van log. Then they walk to the van and are again checked in before leaving the parking lot. The van driver makes sure all children have their safety belts buckled. As the children are getting off the van the van driver will again sign out the children using the van log. When the children are picked up after school the children are signed in once they are on the van, the children are seat buckled in. When the children arrive back at the center the staff uses the van log to check the children back into the center. As the children enter the building the children are again checked in. They feel the new van log policies will prevent a child being dropped off at the wrong time or wrong place.

Special Notes and Action Required:

Continuously review the van log policies with the staff who drive the vans. Count the children on a frequent basis and follow the new van log policies and procedures. When you have young preschool age children who are dropped off at school you should always make sure those children are received by the designated staff at school such as the preschool teacher, para etc...

Karen accepts responsibility for the incident and stated it was an isolated incident. Because of this incident the center made new van log policies/procedures.

Consultant's Signature:

Date:

12/04/2014

