

Pick-Up Alert Procedure

1. Emergency Care Forms with “Special Instructions” or “Restraining Orders” must be listed on the Pick-up Alert.
2. Instructions and information on the Pick-up Alert should be clearly written so they can be easily followed by anyone new to the classroom. See “Pick-Up Alert Form”.
3. A picture of the child with clear instructions of who cannot pick up the child should be kept up to date on the Pick-Up Alert. If possible, a picture of the person not allowed to pick up the child should be added to the Pick-Up Alert.
4. The Pick-Up Alert is posted on the refrigerator and in the emergency binder found in the emergency back backpack-maintaining confidentiality at all times.
5. If there are no Pick-Up Alerts the Pick-Up Alert cover is posted on the refrigerator and in the emergency backpack noted “no pick-up alerts in the classroom”.
6. The Family Advocate is responsible for updating and turning in a copy of the Pick-Up Alert to the Site Supervisor. Anytime a change is made, the Pick-Up Alert is dated as of the day of the revision and an updated copy is given to Site Supervisor. The Site Supervisor will initial that they have reviewed the updated Pick-Up Alert and will turn it in to the Health Program Manager.
7. Special Directives (i.e. restraining orders, custody papers, parental instructions concerning pick-up, etc.) are kept in the Enrollment section of the family file.