



Childcare Provider: COVID-19 Foundations Digital Badge

Module 4 Drop-off and Pick-up Procedures

Drop-Off and Pick-up Procedures

When parents / guardians are dropping children off the facility should:

- Limit the direct contact of parents by staggering drop-off times
- If possible, have children wash their hands upon entering the facility
- Infants may be dropped off in their car seat
- Have a staff member meet the parent / child at the door
- Limit the admittance of parents into the facility



Pick-up and Drop-off Procedures

When parents / guardians are picking children up the following procedures are recommended by the Maine Department of Health and Human Services

- ▶ Require staff to be available at the entrance of the facility or playground
- ▶ Staff should walk / carry children to parent / guardian
- ▶ To whatever extent is possible, the same person should be the one picking up the children
- ▶ Procedures for pick-up should be clearly relayed to parent / guardian.
- ▶ Parents should provide the facility with an authorized list of people who may pick up their children.
- ▶ If the regular person is not going to be picking up, the parent should notify the facility.

Drop-off and Pick-up review questions

- ▶ When picking up or dropping off children where should the facility staff member meet the parent
 - A. Inside the facility
 - B. In the parking lot
 - C. At the entrance to the Facility

- ▶ When picking up or dropping off children should the parent be the same person on a regular basis
 - A. Yes
 - B. No

Drop-off and Pick-up procedures review answers

- ▶ When picking up or dropping off children where should the facility staff member meet the parent
 - ❖ C At the entrance to the Facility
 - ▶ To whatever extent possible parents should be limited to entering the facility and the staff members should meet the parent at the entrance of the facility.

- ▶ When picking up or dropping off children, should the parent be the same person on a regular basis
 - ❖ Yes
 - ▶ To whatever extent possible it should be the same person picking up and dropping off. If the regular parent is not going to be picking up, the parent should notify the facility and the person picking up should be authorized on a list at the facility.

You did it!
Congratulations



You made it to the end of Module 4

*Your next step is to proceed
to the Final quiz*