



## Considerations for Sign-in and Sign-out at Youth Programs

Providing supervision and care for youth services is a great responsibility. One area that needs constant vigilance is the dropping off and picking up of children for youth programs. Regulations vary from state to state, may differ for school-age and preschool-age children and by type of program. Leaders should know what rules apply to their organization. In addition, organizations should develop written procedures and clearly communicate them to staff, members and parents. These procedures should include the following strategies.

### Sign-in:

- The organization's responsibility for children begins in any of these situations:
  - When a child boards a organization's vehicle, and is checked in by staff members
  - At programs located in public schools, when a child enters the program space and is checked in by staff members
  - In a facility, when a child is brought into the child-care program space and checked in by child-care staff members
- Absence should be verified through parents and/or schools.

### Sign-out:

- Children can be released only to parents or adults who are designated by parents on the enrollment form. (Amendments to the release section of the enrollment form must be submitted in writing and verified or made through a "code" for emergency situations.)
- In certain circumstances, the person picking up a child should be required to present a photo ID. If a staff member is new or a new person is picking up a child, a photo ID should be presented. Recognition by the child of the person who is picking him or her up is not enough.
- Children are not released to anyone who displays signs of being under the influence of drugs or alcohol. (In these cases, the appropriate agency and/or authorities should be notified.)
- If a parent is not allowed to pick up a child, the YMCA should have a copy of a court order signed by a judge.
- If your program allows "walkers" or youth to leave on their own, this should be outlined in written procedures and confirmed in writing by a parent or guardian.

More youth protection resources can be found in the [Online Resource Library](#)