

Attendance & Dismissal Procedures
Young Children's Classes (Nursery-Age 5)
****Updated August 2023**

*****These procedures are subject to ongoing review and updates and may be adjusted throughout the year.***

Nursery & Young Children

For the Fall 2023 semester, the age breakdown is below:

- **Nursery:** Children aged three (3) and younger on August 1, 2023
- **Young Children:** Children aged four (4) through five (5)
 - This group may include children who are slightly younger or older, at parent/caregiver discretion.

Staff members will be on duty to open the nursery by 9:30 a.m. Note that for the fall of 2023, the nursery and young children's rooms are in adjoining spaces.

Nursery Arrival (age 3 and younger): A [sign-in sheet](#) is provided every Sunday for both groups outside the nursery. When families arrive, parents/caregivers should sign their children into class by noting the following information on the sign-in sheet:

- Child's Name
- Parent/Caregiver Name(s)
- Cell Phone Number (in case you need to reach them)
 - **Important:** Ask parents/guardians to keep their cell phone on vibrate during the service. This is how we will contact them if a need arises.
- Email Address (this is mostly for follow up with guest families and is not necessary for registered families)
- Names of adults authorized to pick up the child(ren) at dismissal time

Ages 4 & 5 Arrival: NEW THIS YEAR: Children aged 4 and 5 are encouraged to begin the morning in the sanctuary with their family. Attendance will be taken by the D.R.E. and/or class volunteers at 10:15 when kids leave the sanctuary. A list of enrolled children will be provided for this purpose.

- **IMPORTANT:** Any children aged 4 and 5 who are dropped off in the nursery or young children's space before 10:15 should be signed in on the nursery attendance sheet. **Nursery staff are responsible for making sure this occurs.**

Latecomers: Staff and volunteers are responsible for ensuring that any **latecomers** are signed in upon arrival.

For Parent Volunteers: If you are volunteering, please sign your own children into the room. This officially documents how many children are in your care, better enables the RE staff members to track attendance, and is necessary for potential contact tracing purposes or in the event of an emergency.

Guest Forms: If you have guest families, please ask them to complete a **guest form** upon arrival (or at pickup if easier). Guest forms will be available every week along with the sign-in sheets and outside Scott's office.

Dismissal: When parents/caregivers arrive to pick up their children, they should sign the sign-in sheet and note the time of check-out. This documents that the child is no longer in your care.

- Please note that pickup and signout for young children should take place in the classroom, NOT outdoors, unless the Director of Religious Education advises otherwise.
- **IMPORTANT:** Staff and volunteers should ensure that the individuals picking up the child are authorized for pick up (noted on the sign-in sheet at the time of arrival). **You may request to see a photo ID or ask Scott if you have any questions or are unsure. This is a safety protocol recommended by the UUA and is particularly relevant for families with custody arrangements and/or disputes.**
- It is often helpful, when possible, if one adult leader handles the sign-in and sign-out so they are familiar with the parents/caregivers for that day's children.