

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Staff/Visitor Sign-in/out Sheet
Revised: February 27, 2003

REGULATION REFERENCE:

Head Start Self Assessment

NAEYC Guide to Accreditation by the National Academy of Early Childhood Programs, revised edition

Head Start Program Information Report

POLICY:

All staff and visitors will sign in upon arrival and sign out when leaving Head Start Centers and classrooms.

PROCEDURE:

1. A Staff/Visitor Sign-in Sheet will be maintained at all Head Start Centers/Classrooms. Staff assigned to Central Office will use the Southwest HRA Sign-in/out Sheet.
2. Staff/Visitor Sign-in Sheets will include date, name, reason for visit, time in/out, and destination (staff only).
3. Sign-in sheets will be submitted at the end of every month to the Administration Specialist. Family Case Managers will also maintain a copy to be kept in the Center. These will correspond with the time sheets.