

UNCLAIMED CHILDREN – SCHOOL, BUS STOP, CHILD CARE

Unclaimed at School:

- A. School personnel will attempt to contact the parent or other emergency contact person(s).
- B. School personnel will supervise the child on site until the school office closes at (Time).
- C. School personnel will contact the school district Child Care facility to inform them of the pending transfer of the child to the facility - located in (School District Building).
- D. School personnel will transfer the child to the district Child Care facility and provide Child Care personnel with emergency information.

Unclaimed at Bus Stop:

- A. Bus driver will radio dispatcher to report the child left on the bus.
- B. If the school office is still open, the dispatcher will call the child's school for emergency phone numbers.
- C. Dispatcher will attempt to contact the parent or other emergency contact person(s).
- D. Bus driver will return the child to the dispatch office.
- E. The dispatcher will contact the school district Child Care facility to inform them of the pending transfer of the child to the facility.
- F. The dispatcher will transfer the child to the district Child Care facility and, if available, provide Child Care personnel with emergency information.

Unclaimed at Child Care:

- A. Child care facility personnel will supervise the child at the site until the facility closes at (Time).
- B. Child care personnel will contact the (School District) City Police Department to report the child abandoned and the pending transfer of the child to the police station.
- C. Child care personnel will transfer the child to the police station.
- D. Parent will be billed for Child Care services.