**UNCLAIMED CHILDREN – SCHOOL, BUS STOP, CHILD CARE**

**Unclaimed at School:**

* School personnel will attempt to contact the parent or other emergency contact person(s).
* School personnel will supervise the child on site until the school office closes at (Time).
* 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).
* School personnel will transfer the child to the district Child Care facility and provide Child Care personnel with emergency information.

**Unclaimed at Bus Stop:**

* Bus driver will radio dispatcher to report the child left on the bus.
* If the school office is still open, the dispatcher will call the child’s school for emergency phone numbers.
* Dispatcher will attempt to contact the parent or other emergency contact person(s).
* Bus driver will return the child to the dispatch office.
* The dispatcher will contact the school district Child Care facility to inform them of the pending transfer of the child to the facility.
* 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:**

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