

## **Kids' College Registration Questions**

1) **What do I do if I do not recognize the person picking up the child?**

First check the child's schedule if class is still in session. Have the person wait until class is over. You may also ask them for a photo ID & check the Emergency card to see if they are an alternate contact on the form. If they are, print them an Access bill and direct them to the classroom.

2) **How do I handle directing someone I do not recognize or know that may ask where a child's classroom is located?**

If they are not a contact on the emergency form –When class is over someone from SCE should walk over and get the child from the classroom and bring them back to the office to observe if the child knows this person. It is also a good idea to call the parent and verify that this person is ok to release the child to them after class – in the event parent is not available you should try the alternate contact. \* You may also suggest that this person also be added as an alternate contact for the future.

3) **I would like to register my neighbor's child– can I do this?**

Yes. An AFA form would need to be filled out along with a registration form. An emergency form should be given to the person registering the child – for them to take home to the legal parent/guardian to complete and return. Suggest that they mention to the parent that they might consider adding them as an alternate contact on the emergency form to be filled out by the parent, if they will be picking up the child for the parent/guardian. They should then be handed an Access Schedule Bill when the registration process is completed.