

**Policy for child sign in and sign out**

In accordance with the Safe Sanctuaries policy of SUMC and the Virginia state law, which states that all children under the age of 10 must be supervised, the following sign in and sign out policy must be followed.

Children under the age of 6 must be **signed out** of class or event by parent or designated guardian.

Children between the ages of 6-10 must have a **signed statement of release** as to how the child is to be released from SUMC supervision. Form will be kept in that classroom.

Parent/guardian must make eye contact with teacher/ leader when dropping children off for class/event.

Persons that child may be released to: \_\_\_\_\_

Parent/ guardian signature: \_\_\_\_\_