

## Announcement C-25-03



Pennsylvania  
Office of Child Development  
and Early Learning

Pennsylvania Office of Child Development and Early Learning  
Bureau of Policy and Professional Development and Bureau of Certification Services

**Issue Date:** 08/29/2025

**Effective Date:** 09/15/2025

**Subject:** Policy for transferring care between child care facility and school

**To:** All DHS Certified Child Care Providers  
Early Learning Resource Centers  
Office of Child Development and Early Learning Staff

**From:**

Shante' Brown  
Deputy Secretary, Office of Child Development & Early Learning

## PURPOSE

The purpose of this announcement is to update certified child care providers on the moment when care and supervision is transferred when children are picked up and dropped off for school.

## BACKGROUND

Children on the facility premises shall be supervised by a staff person at all times. The requirements for children to be supervised are in 55 Pa. Code §§ 3270.113, 3280.113, and 3290.113.

## DISCUSSION

Supervision during pick-up and drop-off times for children must be clearly defined to ensure the safety and accountability of children and child care providers.

- **Transfer of care from Child Care to School:** Unless otherwise stated in a written agreement signed by the parent or guardian, care and supervision are the responsibility of the child care facility until the child either gets on a school bus or enters the school building. The transfer of child care processes or policy must be documented in the child care agreement or handbook.
- **Transfer of care from School to Child Care:** Supervision by the child care facility begins when the child exits the school bus, once the child enters the child care bus/van, or when a staff person arrives to walk the child to the child care facility. Unless otherwise stated in

a written agreement signed by the parent or guardian. The transfer of care processes or policy must be documented in the child care agreement or handbook.

To avoid any gaps in supervision and to ensure accountability, all transportation arrangements that allow for unsupervised travel must be clearly stated, approved and signed off by the parent or guardian.

For example, if a child is permitted to walk independently to school or the bus stop in the morning, or to walk to the facility from the bus stop or school in the afternoon, this must be clearly stated in the child care agreement or handbook. Transfer of care processes or policy that are documented in the handbook must be accompanied by a signed receipt from the parent or guardian documenting they have received and read the handbook. This ensures clear expectations around when and where supervision transfers between the child care facility and the school.

## NEXT STEPS

1. Read this announcement
2. Include a transportation and transfer of care policy in your child care agreement and/or handbook.
3. Obtain a signed acknowledgement from parents specifying the following:
  - a. The designated times and locations where care becomes the responsibility of the child care facility and the school.
  - b. Whether the child is permitted to walk unaccompanied to/from school or the bus stop.
4. Communication of these expectations should be provided to families and guardians, and documentation must be maintained in the child's file for verification.
5. Share all transportation arrangements with applicable staff.
6. Direct all questions to your Regional Office.

<b>Certification Regional Office of Child Development and Early Learning</b>
Central Region: 800-222-2117
Northeast Region: 800-222-2108
Southeast North and Southeast South Region: 800-346-2929
Western Region: 800-222-2149