

**Nia Infant, Toddler, & Child Development Center
Early Head Start / Child Care Partnership**

“Young Minds Strengthened Through Faith and Knowledge”

2007 Helm Ave. North Charleston, SC 29405

Office (843) 746-9377 Fax (843) 746-9337

www.niachildcare.com

Release of Children

Parents **must** list on the child’s enrollment form the names of **all** persons who are permitted to pick up their child. We require parents to notify us in writing if someone else will be picking up the child. Each child may be released only to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

In a rare emergency, arrangements can be made verbally. If the person picking up the child is not known to the teacher, information about the person must be provided, including the following: name, phone number, and physical description. The person picking up must also know the family “code word” that is on the enrollment form. This person will be required to show picture ID.

If a non-custodial parent has been denied access or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

Our policy insists any person picking up your child **must** be over the age of 18, authorized to take the child from the facility, **and** have a proper car seat if transporting by vehicle. We are mandated to report, and it is illegal in South Carolina for children to ride with no car seat.

Unauthorized Pick-Up

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the teacher at the center. The teacher will speak to the individual and explain the policy that no child will be released without written authorization from the parent or guardian.

If difficulties arise, all reasonable efforts will be made us to ensure the safety of the child and the other children. If necessary the police will be called for assistance.

Impaired Person Pickup

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child’s other parent or an alternative person(s) authorized by the parent(s)

If you have any questions, please see the office.

Thank you,

Staff/ Parent Signature

Date