



POLICY ON THE RELEASE OF CHILDREN

Children may only be released to their parents or persons authorized by the parents to pick up from the school and to assume responsibility for emergency situation.

The person picks up the child needs to sign in and sign out.

Persons other than parents need to have a proper identification when picking up children. The ID will be copied and kept on file.

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.

If the parents or persons authorized by the parents fail to pick-up a child at the child's scheduled time, the school shall ensure that:

1. The child is supervised at all times
2. Staff members attempt to contact the parents and persons authorized by the parents
3. An hour after closing time, and provided that other arrangements for releasing the child to his/her parents or persons authorized by the parents, have failed and the staff members cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parents or persons authorized by the child's parents is able to pick-up the child.

If the person picks up the child appears to physically and /or emotionally impair 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 of an alternative person authorized by the parents; and
3. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

For School-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parents.