

Child Release Procedures

All persons must be identified prior to access to the building. Children are only released to a parent/guardian or individuals included on their Emergency Contact Form. If a custody agreement regarding pick up procedures exists, an updated copy must be on file in the office. Any changes or additions to Emergency Contact Form must be done through a Director. Parents can not be removed from Emergency Contact Form without an accompanying court document. Any person with proof of custody (or other legal document) of a child is allowed access to the child. All unknown visitors should be personally greeted at the door.

RELEASE TO SOMEONE OTHER THAN PARENT

1. If an unfamiliar person comes to the door for pick-up, immediately ask for the person's name and check to see if they are on the child's release list.
2. If the person is on the list, ask for photo identification. (They must have this in order for child to be released) Once the person shows proper ID that matches the emergency form, it is safe to release the child.
3. If the person is not on the child's release list, check with the director to see if the parent left a written or verbal release for the child. In the case of a written or verbal release, check the photo ID to the name on the written or verbal release form. (Written and verbal release forms shall be kept in the binder on the parent table. Proper procedure should be followed when handling these situations. If staff are ever in doubt on how to handle these types of situations, immediately contact the director.)

NEVER RELEASE A CHILD TO A PERSON IF...

1. The person's name does not appear on the child's release list, written release form, or verbal release form.
2. The person does not have photo ID.

In these situations, immediately contact the director.

CHILD RELEASE INFO LOCATED ON EMERGENCY CONTACT FORM

EMERGENCY CONTACT PERSON(S) and PERSON(S) TO WHOM CHILD MAY BE RELEASED
(not including parents/legal guardians listed above)

*By listing an individual on the emergency contact list, the parent is also permitting the child to be released to the said individual)

Name	Address
Phone # when child is in care	
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
.	
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Written/Verbal Release

This form is located in the Staff Binder on the Parent Table. Staff must complete ALL SECTIONS of the form to safely complete a change in child release. Contact the director immediately with any questions or concerns.

If a parent/guardian requests for a child to be released to someone not listed on the child release area of the emergency contact form, the following information must be completed:

Verbal Request:

1. Staff person taking call shall fill out the following information:
Child's name _____
Name of parent making request: _____
Date and time of request: _____
Name of individual to be released to: _____
Name of staff person taking the call: _____
Signature of staff person taking the call: _____
2. Staff person should then ask parent if he/she is calling from home, work, or cell.
3. Staff person should call the parent back using a number listed on the child's emergency contact form to confirm the request. Upon calling the parent, the staff member shall fill out the following information:
Phone number used to reach parent: _____
Name of parent/guardian confirming request: _____
Date and time of request confirmation: _____
Name of staff person confirming request: _____
Signature of staff person confirming request: _____
4. When individual arrives to pick-up child, photo ID must be compared to the above information and the following information shall be filled out:
Name on photo ID of individual to pick up child: _____
Date and time of child release: _____
Name of staff person releasing the child: _____
Signature of staff person releasing the child: _____
5. Staff person shall drop this form in the office bin to be recorded in the daily journal and placed in child's file.

Written Request:

1. Staff person should give this form to parent making request. Parent should fill out the following information and return the form to school prior to the date of child release.
Child's name: _____
Name of parent/guardian making request: _____
Date of request: _____
Name of individual to be released to: _____
Date of release to above named individual: _____
Signature of parent/guardian making request: _____
2. Once parent/guardian returns completed form to school, staff person shall put request with child's emergency contact/child release form until date of release.
3. When individual arrives to pick-up child, photo ID must be compared to the above information and the following information shall be filled out:
Name of photo ID of individual to pick up child: _____
Date and time of child release: _____
Name of staff person releasing the child: _____
Signature of staff person releasing the child: _____
4. **Staff person shall drop this form in the office bin to be placed in the child's file.**

Late Pick Up Procedure

This form is located in the Staff Binder on the Parent Table. Contact the director immediately with any questions or concerns.

If a child has not been picked up by 6:00pm and the parent has not called to alert you that he/she is running late, please follow the steps listed below and fill out the appropriate information.

- Both closers need to stay at the center until the problem is resolved. If both cannot stay, call the director immediately. Also, all doors should remain locked after hours.

Name of staff person staying with child: _____

Name of second staff person staying with child: _____

- At 6:05 obtain the child's Emergency Contact Form. Call the parents home, work, and cell phone numbers. If you speak to the parent, explain that the child has not yet been picked up. Get confirmation of who will be picking up the child. (If the person is not listed on the child release, be sure to fill out a verbal request for child release) Be sure to leave messages with each call so parents know you are trying to reach them.

Name of parents called: _____

Phone numbers used to contact parents: _____

Was contact made? Yes / no _____ Were messages left at each number? Yes / no _____

- If you cannot reach either parent, then begin to call the person's listed on the Emergency Contact Form. When calling this person be sure to:
 - Identify yourself and where you are calling from.
 - Explain why you are calling and that you have tried to reach the parents.
 - Inform them that the child's parents have listed them as a person to be contacted in an emergency and ask if they can pick up the child ASAP.
 - Remind them that they need to bring photo ID with them to pick up the child.
 - Leave messages with each call so persons know you are trying to reach them

Fill out the following information:

Emergency Contact Name	Phone Number used	Result of phone call

- If one of the emergency contacts can pick up the child, call the parents back and leave a message stating who you spoke to and who will be picking up the child.

Name of parent message was left with: _____

- If you cannot contact anyone to pick up the child call the director.

Name of director called: _____

- If one hour has passed and you are unable to contact anyone, call the police and inform them of the situation. Then, call the parents back and leave a message stating that the police have been notified and will be handling the situation. (Calling the police is a last resort)

Name of parent message was left with: _____

Result of conversation with police: _____

- Record who picked up child and at what time.

Name of person picking up child: _____

Time of pick-up: _____

Signature of staff person releasing child: _____

Signature of second staff person releasing child: _____

- Drop this form in the office bin to be recorded in the daily journal and placed in the child's file.**