



1 Marine Plaza
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Policy on the Release of Children

1. a. Each child may be released only to the child's custodial parent or person authorized by the custodial parent, to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent cannot be reached.

b. The provision that a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or release in writing. This written authorization, including name, address and phone number shall be maintained in the file.

2. Written procedures to be followed by staff members if the parent or person authorized by the parent, as specified in (a.) above, fails to pick up a child at the time of the center's daily closing.

The procedure shall require:

The child is supervised at all times

Staff members attempt to contact the parent or person authorized by the parent; and

An hour or more after closing time, and provided that other arrangements for releasing the child to the parent or authorized person have failed and the staff member 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 parent or Person authorized by the child's parent is able to pick-up the child; and

3. Written procedures to be followed by a staff member if the parent or person authorized by the parent, appear 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 the risk of harm if released to such an individual.

The procedures shall require that;

The child may not be released to such an impaired individual;

Staff members attempt to contact the child's other parent or an alternate person authorized by the parent; and

If the center is unable to make alternative arrangements, as noted above, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8510) to seek assistance in caring for the child.

Please read, sign & return.

Parent's signature _____ Date_____