

## **BEACHWOOD NURSERY SCHOOL RELEASE POLICY**

Our policy and procedures for the release of children are for the safety and well being of all children. Staff are instructed to ask for a photo-I.D to verify identity of an authorized person when the person picking up is unfamiliar to the staff member personally. Staff have been instructed to acknowledge the arrival of each parent or authorized person, thus releasing responsibility for the child back to the parent or authorized person. Children in our care more than 2 ½ hours must always be signed out of the building as well as children picked up early or late. Any changes or additions in authorized persons must be received in writing. Parents must complete an Identification and Release Information® card designating the authorized persons for pick-up. Please include a 4-digit number which you can easily remember such as the year you were born on the upper right corner of the card as additional security in the event someone we are not familiar with is picking up your child.

### **The Provisions of our Release Policy are:**

1. 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 school and to assume responsibility for the child in an emergency if the parent cannot be reached.
2. **It is legal for either parent to pick up a child unless we have a copy of the court order restricting visitation or pick-up.**
3. **If a non-custodial parent has been denied access, or granted limited access to the child by a court order, our school must see an original copy of the court order, maintain a copy on file, and comply with the terms of the court order.**
4. If the parent(s) or person (s) authorized by the parent (s) fails to pick up the child at the time we close, we will ensure that:
  - the child is supervised at all times
  - staff members will attempt to contact both parents & the person (s) authorized by the parent s to pick-up the child until someone is contacted.
5. **An hour after closing, and provided that other arrangements for releasing the child to parents or persons authorized by the parents have failed and staff cannot continue to supervise the child at School, a staff member shall call the 24 hour Child Abuse Hotline ( 1-877-652-2873 ) to seek assistance in caring for the child.**
6. **A child may not be released to a parent or authorized person who appears to be Physically or Emotionally impaired to the extent, in the judgement of the staff member, the child would be placed at risk of harm if released to such an individual.**
  - **The child shall not be released to an impaired individual**
  - **Staff will attempt to contact other authorized individuals for pick-up**
  - **A staff member shall call the 24 hour Child Abuse Hotline (1-877-657-2873 ) if alternate care arrangements have failed.**