

BEACHWOOD NURSERY SCHOOL & EARLY LEARNING CENTER

Policy on the Release of Children:

Our policy and procedures for the release of children are for the safety and well - being of all children. We are required to have on file the names, addresses and telephone numbers of individuals authorized by parents to pick up their child from school including **custodial & non-custodial parents**. Children may be released from school **only to authorized persons** whose names appear on the enrollment form or the yellow **Identification-Release Information Card**. We will accept a note from a parent in advance if someone not identified on the Release Card will be coming for the child. You may **not** send a note with a person to pick up your child. The Release Information Card has a space for parents to enter a 4-digit pin number to be used by a person **not listed on the card**, but verbally authorized by phone call by the parent to pick up.

Provisions of our Release Policy:

- Children are dismissed individually from the classroom. A staff member will acknowledge the arrival of each parent or guardian releasing responsibility for the child back to a parent or guardian.
- It is legal for either parent to pick up a child unless we have a copy of the original court order restricting visitation or pick up.
- 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 order, maintain a copy on file, and comply with the terms of the court order.
- Staff is instructed to ask for a photo ID to verify the identity of the person picking up the child whenever the person picking up is **unfamiliar** to the staff member personally.
- If the parent or person authorized by the parent fails to pick up the child at the time of **closing**, we will ensure that:
 1. the child will be supervised at all times;
 2. a staff member will call all contacts listed on the yellow Identification Release Card;
- One hour after closing, and provided that other arrangements for releasing the child to parents or authorized persons have failed, the staff member shall call the 24 Hour Child Abuse Hotline: 1-877-652-2873 to seek assistance in caring for the child.
- 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 the individual.
 1. a staff member will call all contacts listed on the yellow Identification Release Card;
 2. the staff member shall call the 24 Hour Child Abuse Hotline: 1-877-652-2873 to seek assistance in caring for the child.