

**NeighborImpact Head Start & Early Head Start
Policy & Procedure**

Section: Program Design and Management	PC Approval Date: 11/21/05, 1/18/18
Title: Release of Children	Revised PC Approval Date: 5/21/15 Revised 11/7/17
Policy #: HS-74	NI Board Approval: 9/12/19
Forms Required: Emergency Contact form, paper or electronic version on CP App	
Performance Standards: 1302.47 (b) (5) (iv) (7v), 1303.72 (a) (3)	Page 1

Policy: Children are released only to authorized persons.

Purpose: The NeighborImpact Head Start & Early Head Start program is deeply committed to the safety of the children we serve. For this reason, we will only release a child to his/her parent or legal guardian, or to another authorized person on the Emergency Contact form. All staff must follow the detailed procedure below to ensure safe release of children within our care.

Procedure:

A) Release of children to person other than parent or legal guardian

1. Staff must consult a child's Emergency Contact form to determine whether a particular person is authorized to receive the child. Person must be at least 13 years old.
2. Persons not known to staff will be required to provide photo identification to establish their identity prior to a child's release.
3. Parent /Guardian can only make changes to the Emergency Contact form in person.
4. In cases where the parent request to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, and termination of parental rights).

B) Child Release Contingency

1. In the event a child is not picked up at the classroom or at the bus drop off location by an authorized person at the expected time, staff members will adhere to the following procedures:
 - The Bus monitor will notify the classroom staff that a child is returning to the site.
 - Parents and emergency contact numbers will be called, three (3) times in 15-minute intervals, beginning 10 minutes after the expected pickup time (class or bus stop).
 - One hour after the Class time ends, we will contact the Police to seek assistance in caring for the child, and make a report to DHS.
 - The center staff will ensure the safety and well-being of the child at the center until the parents, authorized persons or outside authorities (police, etc.) receive the child.
2. If there is an ongoing concern and family needs additional support Teacher/ Advocate will partner with the Family to develop a support plan.

C) Child Release to DHS or Law Enforcement

- 1) State or law enforcement must show identification and court order authorizing release of child.