

Appropriate Release of Children Procedure

Policy: Head Start will ensure that parents notify staff and update as needed, who can have access to their child as well as who their child can be released to.

Performance Standard Reference: 1302.47 Safety Practices

Procedure:

- During the intake process, an Emergency Contact form will be completed with the names of those persons authorized to pick up the child as well as those who are not to have access to the child.
- In cases where the parent wishes 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, termination of parent's rights.)
- In cases where potential kidnapping or violence is an issue, photographs of said persons should be provided for the center file to assist staff in identification.
- If an adult shows up at the site who cannot have access to the child:
 - Staff will escort the adult to the office
 - Staff will inform this person that there is documentation on file prohibiting access to the child
 - Staff will ask the adult to leave the premises
 - If the adult refuses to leave, staff will inform them that they will need to contact the police
 - Staff will contact the custodial parent and the Education Manager to inform them of the incident
- Sites that are served by buses should have both the transportation form and the Emergency Contact form in the center file