

POLICY ON THE RELEASE OF CHILDREN

WE APPRECIATE YOUR COOPERATION AND CONSIDERATION REGARDING THE FOLLOWING

A. RELEASE TO AUTHORIZED PARENT/GUARDIAN

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

1. 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 TELEPHONE NUMBER SHALL BE MAINTAINED ON FILE.
2. IF A NON-CUSTODIAL PARENT HAS BEEN DENIED OR GRANTED LIMITED ACCESS TO A CHILD BY A COURT ORDER, WE WILL COMPLY WITH THE THOSE TERMS. THE PROGRAM SHALL SECURE DOCUMENTATION TO THAT EFFECT AND MAINTAIN A COPY ON FILE.
3. NO CHILD SHALL BE RELEASED FROM THE PROGRAM UNSUPERVISED.
4. PICK UP PERSONS MUST PRESENT THEIR ID WHEN PICKING UP CHILD(REN). NO CHILD SHALL BE RELEASED FROM THE PROGRAM UNLESS ID OF PICK UP PERSON IS PROVIDED.

B. PROCEDURE FOR FAILURE TO PICKUP

Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified in A, above, fails to pick-up a child at the time of the center's daily closing. PROCEDURE SHALL BE AS FOLLOWS

1. THE CHILD IS SUPERVISED AT ALL TIMES.
2. STAFF MEMBER(S) ATTEMPT TO CONTACT THE PARENT(S) OR PERSON(S) AUTHORIZED BY CUSTODIAL PARENT.
3. AN HOUR OR MORE AFTER CLOSING TIME, AND PROVIDED THAT OTHER ARRANGEMENTS FOR RELEASING THE CHILD TO HIS/HER PARENT(S) OR PERSON(S) AUTHORIZED BY THE CUSTODIAL PARENT(S), HAVE FAILED AND THE STAFF MEMBER(S) CANNOT CONTINUE TO THE CHILD AT THE CENTER, THE STAFF MEMBER SHALL CALL THE 24-HOUR STATE CENTRAL REGISTRY HOTLINE 1-877-NJ-ABUSE (1-877-652-2873) TO SEEK ASSISTANCE IN CARING FOR THE CHILD UNTIL THE PARENT(S) OR PERSON(S) AUTHORIZED BY THE CHILD'S CUSTODIAL PARENT(S) IS ABLE TO PICK-UP THE CHILD.

C. PROCEDURE FOR ALTERNATIVE ARRANGEMENTS

Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the custodial parent appear to physically and/or emotionally impaired to the extent that, in the judgement of the director and/or staff member, the child would be placed at risk of harm if released to such an individual. **PROCEDURE SHALL BE AS FOLLOWS**

1. CHILD MAY NOT BE RELEASED TO SUCH AN IMPAIRED INDIVIDUAL
2. STAFF MEMBERS ATTEMPT TO CONTACT THE CHILD'S OTHER PARENT OR AN ALTERNATE PERSON(S) AUTHORIZED BY THE CUSTODIAL PARENT
3. IF THE CENTER IS UNABLE TO MAKE ALTERNATIVE ARRANGEMENTS AS NOTED IN [B.2](#) ABOVE, A STAFF MEMBER SHALL CALL THE DEPARTMENT'S STATE CENTRAL REGISTRY HOTLINE 1-877-652-2873, TO SEEK ASSISTANCE IN CARING FOR THE CHILD.