

NAEF/SACC

POLICY ON THE RELEASE OF CHILDREN

- A. 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 center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached

The provision that 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 in the file.

If a non-custodial parent has been denied access to a child by a court order, the center shall secure documentation to that effect and maintain a copy in the file.

- B. 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. The procedure shall be as follows:

1. The child is supervised at all times; and
2. Staff member(s) attempt to contact the parent(s) or person(s) authorized by custodial parent; and
3. After a **half 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 parent(s) have failed, the staff member shall call the Divisions 24 hour Child Abuse Hotline (1-800-792-8610) 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. 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. The procedures shall require that:

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; and
3. If the center is unable to make alternative arrangements as noted in (B2) above, a staff member shall call the Department's State Registry Hotline (1-877-652-2873) to seek assistance in caring for the child.

- D. No child shall be released from the program unsupervised.

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