

NESD Head Start POLICIES AND PROCEDURES

Releasing Children to Authorized Adult

SUBJECT: Child Safety

PERFORMANCE OBJECTIVE: Maintaining procedures and systems to ensure children are only released to an authorized adult.

OPERATIONAL PROCEDURE

1. No child will be released to an unauthorized adult.
2. In order to protect the children entrusted to our care, when families have custody arrangements, Head Start must have written legal documentation of custody arrangements and updated written changes in arrangements before we can release children to or deny release to any custodial parent or guardian.
3. Staff will use these strategies to ensure release to authorized adults:
 - a. Closely monitor who is buzzed into each building.
 - b. Maintain current lists in ChildPlus of authorized adults.
 - c. Acquire written legal documentation when situations change (keep in child file)
 - d. Ask for picture ID for any new/unfamiliar adults attempting to pick up a child.

	Relates to CFR#: 1302.47(b)(7)(v)	Page #1 of 1
Policy Council Approval Date: June 2023	Governing Board Approval Date: June 2023	BELOW: Excerpt from Family Information Book

EXERPT FROM "FAMILY INFORMATION BOOK" that all families receive/review before child attends Head Start:

What You Need to Know About PICK UP/DROP OFF: Guidelines for Parents

1. Parents or guardians who transport their own children must accompany the child into their classroom. Children must not arrive before the scheduled class time begins and must be picked up by the scheduled dismissal time.
2. For the safety of the children/families, if no one arrives for pick-up, every effort will be made to locate the parent/guardian and/or listed emergency contacts. After 30 minutes, if this attempt fails, it is the practice of the program to contact the Family Services Coordinator who will call the local law enforcement requesting the Police Department to do a home well check. If no one is home after the well check is complete, Head Start/Police Department will contact Child Protective Services to pick up the child.
3. In order to protect the children entrusted to our care, when families have custody arrangements, Head Start must have written legal documentation of custody arrangements and updated written changes in arrangements before we can release children to or deny release to any custodial parent or guardian.