

Policy on the Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from Grace Nursery School.

Please list any/all persons, other than the parent(s), that are authorized by you to take your child from Grace Nursery School. **Please return to your child's classroom teacher.**

Child's Name _____

Class at Grace _____

Parent's Signature _____

Date _____

The following is a list of people who are authorized to take my child from Grace Nursery School

Name	Address	Phone	Relationship to Child
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, Grace Nursery School shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

Name of parent _____ has been denied access/granted limited access to, child's name _____ by a court order and **is never to leave** Grace Nursery School with my child.

Parent's Signature _____

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the end of the child's day, Grace Nursery School shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and

- 3) An hour after the child's pick-up time and arrangements for releasing the child have failed the staff member shall call the 24-hour State Central Registry Hotline 1-877-652-2873 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, Grace Nursery School shall ensure that:

- 1) The child shall not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the State Central Registry Hotline 1-877-652-2873 to seek assistance in caring for the child.