

POLICY ON THE RELEASE OF CHILDREN
(AS REQUIRED BY THE STATE DEPARTMENT)

2011-2012 SCHOOL YEAR

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 school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

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

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the school's daily closing, the 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).
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 parent(s) have failed and the staff member(s) cannot continue to supervise the child at the school, the staff member shall call the Division's 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 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 judgement of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the school shall insure that:

1. The child may 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).
3. If the school is unable to make alternative arrangements, a staff member shall call the Division's 24-Hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

I have read and understand the Release of Children Policies at Ivy Hedge.

Name of child

Signature of parent