



POLICY ON THE RELEASE OF CHILDREN

Each child can only be released to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

Each child must be signed in and out at the front desk .There are absolutely no exceptions. This rule is for the safety of our children. Please don’t forget to do that before and after you pick up your child.

Only people over the age of 18 years or older may pick up a child. Parents must fill out a form prior to pick up with the authorized person’s name, telephone number and a clear copy of their identification must be provided. The designated person must provide a picture identification that matches the name on file. If there’s an emergency and the person who usually picks up the child is unavailable, please give us a call and send an email confirming that the child will be picked up by another authorized person. (Please make sure that the authorized person brings phone ID with them)

In the instance of custody disputes, please understand that Key Element Learning cannot refuse a legal parent access to the facility or the child, unless we have legal court orders and documents on file.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center 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 center's daily closing, the center 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 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 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 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, the center shall ensure 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); and
- 3) If the center is unable to make alternative arrangements, a 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.

I have read and understood the Policy on the Release of Children of Key Element Learning.

Parent/Guardian Name: _____ Signature: _____ Date: _____

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