

CHILD CARE: RELEASE OF CHILDREN

Children may only be released from Child Care/Preschool programs to their parents or other individuals who are designated by the parents in writing as having permission to pick children up from school.

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1. Child care staff must ask for picture ID when releasing a child to a designated individual that they do not know.
2. Children must be picked up by closing time. If a child has not been picked up by closing time, staff should take the following steps:
 - a) Arrange for two staff members to be on duty until the child is picked up.
 - b) Call parents' home and business phone numbers.
 - c) Call emergency numbers listed by parents in child's file.
 - d) Each school must have a written procedure to be followed when a child is not picked up and parents and/or emergency contacts are unavailable. Provisions must be made in the event that the closing staff person(s) cannot wait with the child into the evening. If the staff member is unsuccessful in reaching someone designated to pick up the child, the supervisor should call Child Protective Services (Spokane-363-3333) and the local law enforcement agency as a last resort.