



Procedure Title:	<u>Procedure for Releasing Children</u>	Procedure #	AVP 200
Revision Date:	<u>September 12, 2011</u>	Owner	HS Director
Related Roles:	<u>All AVANCE Head Start/Early Head Start</u>	Staff	Supervisor
Inputs Required:	<u>All documentation related to program operations</u>	Monitoring Responsibility	Content Area Expert
Include HSPS/HS Act	<u>45 CFR 74.53 or 45 CFR 92.42; and §746.4101 and §746.4103</u>		
Outputs Produced:	<u>Policies, Procedures, and Other Records</u>	Report Violations	All Staff
Non-compliance Reporting	Appropriate department head will report any Non-compliance with this procedure to the Senior Head Start Director		
Non-compliance Requires Further Action	Yes: Appropriate department head and Senior Head Start Director will determine the next course of action to resolve the issue(s) <u>No: Close issue</u>		

Objective: This procedure outlines the steps for releasing children to parents and/or authorized individuals. The Center Administrator will work together with the Program Assistant and the Family Development Worker (FDW) to ensure this procedure is followed daily

- 1 At enrollment the FDW will inform the parents that they must provide AVANCE with a copy of their picture ID or driver's license for their child's file.
- 2 At enrollment Parents will be informed that the safety of their child is AVANCE's number one priority. Therefore every parent and /or authorized individual picking up the child from the center will need to have a driver's license or a picture I.D. No minor children (below 18 years) will be allowed to pick up children unless the person picking up is the child's parent or legal guardian.
- 3 If the parent or authorized individual does not have a Driver's License/alternate picture ID the Center Administrator will take a photo of the parent and/or authorized individual and submit it to H.R.
- 4 H.R. will make an AVANCE I.D. badge for the parent and /or authorized individual and notify the Center Administrator when the badge is ready for pick-up.
- 5 For each child, the Center Administrator will make a copy of the driver's license and/or picture ID and retain in the Emergency Contact Binder.
- 6 The Center Administrator will give the ID badge to the parent. The parent will give the ID badge to the individual they authorized to pickup their child.
- 7 The Center Administrator, Program Assistant, or the Family Development Worker will request and verify that all parents/or designated persons show a copy of their driver's license or picture ID every day when picking up the child. In the event of absence or shortage of staff, teaching staff will be assigned to release children
- 8 The center staff who verifies the parent identification will initial the child pick-up form.

- 9 The FDW will assist when necessary, but a Center Administrator or Center Assistant must be present when children are being released from the center.
- 10 In the event the parent or authorized pick-up person appears to be intoxicated or otherwise impaired, the child will not be released. For the safety of the child, staff will contact another authorized person to release the child. If the parent insists on picking up the child in what is an apparently impaired condition, staff will advise the parent that the police and Child Protective Services will be immediately notified. Following the police call, center staff is to immediately contact the Manager of Center Operations to advice of the situation and receive further instructions.
11. Parents/Guardian who contract with van/bus/day care companies for their children's pick up and drop off to and from the Head Start site must fill out a form (Transporting a Child To or From Other Service providers) that outlines detailed instructions as well as authorization to the van/bus/day care company. Office staff must verify this information with the van/bus company by calling them using the contact information provided by parents/guardian and placing a copy of this form in the emergency contact binder located in the front office and the child's classroom folder.
12. A copy of the van/bus driver's license must be kept on file and updated as necessary. This must be presented to office staff when picking up/dropping off children every day.
13. A single roster for van/bus riders will be generated by office staff that would indicate the time of drop off and pick up and the driver's signature affixed.
14. The Center Administrator will provide classroom teachers with a list of children that has been identified by parents to ride a day care van/bus that will be posted on the teacher boards in the classroom
15. Office staff must collect and drop off the children to/from the classrooms to/from the driver at the front entrance of the building. No bus driver will be allowed to enter any classrooms to pick up children.
16. When transitioning children to an identified closing classroom in the afternoon, classroom teacher must place a tag (string) on each child riding the van/bus with the following information:
 - a. Name of child
 - b. Child's address
 - c. Child's Contact Phone number:
 - d. Name of van/bus/day care company
 - e. Picture of Child
17. Classroom teacher must give the inspection sheets of children they are turning over to the closing staff and instructions regarding the van/bus rider. Closing staff will verify van/bus riders with the posted list of van/bus riders on the teacher boards.
18. Children's name tags must be removed by office staff after child's identification is verified by the van/bus driver and the driver's signature is affixed on the roster. Office staff must ensure that all tags and children in the roster are accounted for before returning tags to the classrooms each day.
19. Parents/guardian must update van/bus/day care information every three months or as needed.
20. Upon request, office staff will walk out/collect the children to/from the van/bus during drop off/pick up.