

Release of Child Policy

The Child Care staff will only release a child from care to a person that is able to care for the child, and is named on the child's *Registration Form*, as an "Authorized person to pick-up child".

If, at any time, it becomes necessary for a child to be released to anyone other than an "authorized person", the parent/guardian must give written permission to the Preschool staff, to add an "Authorized person to pick-up child" to the *Registration Form*. If the authorization is temporary, such as a "one-time-only" release, for a play-date, etc., special arrangements may be made with the staff, by signing a "Temporary Child Release" sheet, designating an *authorized person*, for a specific date.

The Preschool staff will not release a child from care to any person not listed on the child's *Registration Form*, as an "authorized person to pick-up child", without prior written consent.

If an *authorized person* appears incapable of providing safe care (safety of all – the child, other children, staff), such as being intoxicated, or does not have an appropriate car seat, the *authorized person* will be given a choice of contacting (for assistance), one of the emergency contacts on the child's *registration form*, or another person of their choice, or the *Ministry of Children and Family Development*.

If an unauthorized person arrives for child pick-up, the unauthorized person will be asked to leave the premises. The parent will then be contacted to ensure that an authorized person will come to pick-up the child.

If a person arrives that has restricted access (by custody or court order, when copies are on file with the child's registration form), the police will be contacted in response to an attempted abduction, if the person does not immediately leave the premises, when asked to leave.

If any situation escalates and becomes confrontational, the police will be called, and their decision/advise will be followed. In any case, the Preschool staff will be documenting any issues related to releasing children from care.