

**ROXBURY DAY CARE CENTER, INC.  
RELEASE OF CHILDREN POLICY**

1. Every child enrolled in the Roxbury Day Care Center, Inc. program will be released only to the child's custodial parent(s), or the person(s) authorized by the custodial parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached;
2. The child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes the center to allow such visits or releases in writing. This written authorization shall include the name, address, work and home telephone numbers of the non-custodial parent;
3. If a non-custodial parent has been denied access, or granted limited access to the child by a court order, the center shall obtain documentation and maintain copy on file;
4. 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 following procedures will be followed:
  - A. The staff shall supervise the child at all times.
  - B. Staff shall make every attempt to contact the parent(s) or person(s) authorized by the parents; and
  - C. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parents or authorized persons have failed, and the staff members cannot continue to supervise the child at the center, the staff member shall call the Divisions 24 hour Child Abuse Hotline 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.
5. Children will be released to parent(s) or authorized person(s). If the parent(s) or persons(s) authorized by the parents appear 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 following procedures shall be followed:
  - A. The child shall not be released to such an impaired individual.
  - B. Staff members shall attempt to contact the child's other parent or an alternative person authorized by the parent to pick up the child.
  - C. If the Center is unable to make alternative arrangements, a staff member shall call the Division's 24 hour Child Abuse Hotline to seek assistance in caring for the child.
  - D. The Center shall immediately report the incident to the Division of Youth and Family Service's District Office and to the Roxbury Township Police.

I have read the above policy regarding release of my child from the Roxbury Day Care Center, and understand it fully.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Pick Up Person \_\_\_\_\_ Date \_\_\_\_\_

Pick Up Person \_\_\_\_\_ Date \_\_\_\_\_

Pick Up Person \_\_\_\_\_ Date \_\_\_\_\_

Pick Up Person \_\_\_\_\_ Date \_\_\_\_\_