

## ARCHWAY PROGRAMS JUST KIDS

### RELEASE OF CHILDREN POLICY

- a. All persons picking up a child must enter the program site and provide proof of their identity; the care provider will then check the client's Child Development Form to determine whether the person is permitted to pick up the child. *The child can only be released to a person designated as parent 1 or parent 2 or be named as an authorized person to pick up on the Child Development Form., which was completed at the time of registration by the parent. A parent may call Just Kids to add an authorized person for pick up if there is an emergency.*
- b. *If a particular non-custodial parent has been denied access, or granted limited access, to the child by court order, the parent must provide this documentation. Just Kids will then comply with the order and maintain a copy in the program and in the office. If the non-custodial parent is not listed as parent 2 or as an authorized pick up person, Just Kids is unable to release the child to the parent.*
- c. If an authorized person, including a parent or guardian who comes to pick up a child, appears to be impaired in such a way that would threaten the health or safety of the child Just Kids staff will contact another person designated on the Child Development Form to pick up the child, and will not release the child to the individual who is impaired.
- d. If a parent or guardian is unable to pick up a child from the program, he or she must notify the program by 4:45 p.m. on that day of the alternative arrangements for pick-up. If an emergency occurs after 5:00 p.m., it may be necessary for the parent or guardian to make arrangements with a person on their emergency list.
- e. If a parent or guardian, or other authorized person, has not arrived by 6:00 p.m., Just Kids staff will call the parent and then the emergency contacts designated on the Child Development Form, in order to find an authorized person to pick up. The child will remain under the supervision of the Just Kids providers at all time.
- If the child has not been picked up by 7:00 p.m., Just Kids will call the 24 hour State Central Registry Hotline at 1-877-NJ ABUSE (1-877-652-2873) to seek assistance in caring for the child.
- f. No child will be released from the program unsupervised except upon written instruction from the parent and approval by the Director.