

## **PICK UP/SAFE RELEASE OF CHILDREN POLICY**

To ensure safety of children, it is staff's legal responsibility to ensure authorized safe pick up of each child. And to the extent that it is possible, to suggest alternatives to an authorized pick up person who seems impaired.

### **PROCEDURE**

While educators can not stop a guardian from picking up a child, they will encourage alternatives if necessary to ensure child safety and proper release of children, educators ensure:

- Families sign out the child on the attendance sheet each day.
- A note is made on the sign in sheet if a family has an alternative person picking up the child
  - Alternative pick up person will be asked to produce ID (Driver's License)
- A family can note in the sign in book an alternative pick-up person for that day, or call/email the centre with this information.
- Only release children to authorized persons
- If an unauthorized person arrives to pick up a child, staff ensure:
  - The enrolling guardian will be contacted via phone to confirm release of the child. The staff will ask the guardian for:
    - Pick up persons full name (matches driver's license)
    - Address
    - Phone Number
    - A physical description
  - The child will remain under the supervision of the child care staff

If a parent/guardian or emergency contact appears to be intoxicated, arrives to pick up the child, they will:

- Offer to call another contact to pick up the child (relative, friend, etc.):
  - Educator will call each emergency contact person in the child's file if parent/guardian accepts this alternative
- Inform the parent that if they choose to drive with the child they are obligated to call the police
- If the presumed impaired person chooses to get in the car with the child, staff will immediately call 911 and notify the police.
  - During the contact with police, the manager/educator will as if they call the Ministry for Children & Family Development IF they believe the child is in need of protection, or if the police will follow up.
- Ensure the incident is properly documented and reported to the centre Manager/Director immediately