Subject: Appropriate Release of Children from Early Head Start Classes

Source: Head Start Performance Standard 45 CFR Section 1304.40.

Policy

Early Head Start will ensure that parents notify staff, and update as needed, who can have access to their child at the Early Head Start site or who the child can be released to after school.

Procedure

1. During the intake process, a Child Plus Emergency Contacts and Release Authorizations form will be completed with the names of those persons authorized to pick up the child.
2. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (custody decree, restraining order, and termination of parental rights).
3. In cases where there are concerns on the part of the custodial parent, but there is no legal documentation available, the SSPI Manager/Family Service Worker will make appropriate referrals to legal aid or other legal counsel.
4. In cases where potential kidnapping or violence is an issue, photographs of said persons should be provided for the family file to assist staff in identifying these individuals.
5. When an unfamiliar individual arrives to pick up a child, picture identification will be required.
6. If an adult shows up at a site that **cannot** have access to a child:
    1. staff will call Center Coordinator or person in charge,
    2. CC or person in charge will inform this person that there is documentation on file prohibiting access to that child,
    3. CC or person in charge will ask adult to leave the premises,
    4. if adult refuses to leave, CC or person in charge will inform them that they will need to contact the police,
    5. CC or person in charge will contact custodial parent, Executive Director and SSPI Manager to inform them of the incident.
    6. Staff will refer to the crisis/emergency plan if needed.