



## CHILD PICK UP PROCEDURE

FOR: All Staff

PURPOSE: To establish guidelines for child being picked-up from program.

INSTRUCTIONS:

Supervisor will provide building principal with a copy of this procedure by first day of service each school year.

Teacher: \_\_\_\_\_ Principal: \_\_\_\_\_

1. YOU NEED TO CHECK EVERY PERSONS PICTURE ID WHEN THEY ARE NOT KNOWN TO YOU AND COMPARE TO THE EMERGENCY CARE FORM.
2. Every classroom will have a "Pick-Up Alert" posted on the refrigerator that will list people who cannot pick up children. This would include known sex offenders, persons on restraining orders, special instructions, etc.
3. If someone other than the primary person(s) comes to pick up the child, a staff person (including substitutes) will need to look at the Emergency Care Form (found in the classroom binder located \_\_\_\_\_) to see if they are on the form.
4. If the person is not on the Emergency Care Form (in binder) call the parent to let them know someone not on the list is trying to pick up their child.

If contact with the parent/guardian is made, then follow these instructions:

- a) Obtain verbal permission to release the child
- b) Confirm name with Picture ID when they come in to pick up the child
- c) Ask the parent/guardian to add this person to the pick-up list
- d) Document this phone call in the database

If contact with the parent/guardian is not made or the parent/guardian does not give permission to take the child, *do everything in your power to prevent the unauthorized person from taking the child.*

If the unauthorized person takes the child:

- a) Call 911 and notify the building principal
- b) Write down the car type and license number of the car used to take the child (if it will not put you in danger)
- c) Call your supervisor, coordinator or the director – If unavailable, leave a voicemail to call you immediately.

IF ANYONE COMES TO PICK UP A CHILD AND YOU FEEL STRONGLY THAT THEY ARE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS:

1. Encourage the person to call someone else to come to pick them up, or offer to call for them.
2. Call the parent/guardian or other custodial parent/guardian and suggest that they come to pick up.
3. Offer to call a cab – the program will reimburse you.
4. If they insist on taking the child with them – call or have another DST member call 911 with the name and address of destination. Try to write down make of car and license number. Call CPS – this is child endangerment.

IF SOMEONE THAT IS A KNOWN SEX OFFENDER COME TO PICK UP A CHILD

1. Tell them you will not release the child to them
2. If they take the child, call 911, CPS, the building principal and your supervisor.