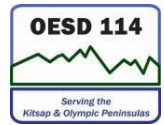




Child Pick Up Procedure



Performance Standards and Regulations		
Head Start Performance Standards 1302.41	ECEAP PAO-12	WAC 110-300-0460

Purpose

Establish guidelines for children being picked up safely from the program to maintain safety and confidentiality.

Procedure

Each enrolled child must have a current Emergency Care Form completed prior to attending class.

1. Staff must check every person's picture ID when they are not known to you and compare to the Emergency Care Form located in the Emergency Backpack. This includes primary people who might not be known to the staff on site.
2. Every classroom will have a "Pick-Up Alert" posted on the refrigerator and in the Emergency Backpack that will list people who cannot pick up children.
3. If the person is not on the Emergency Care Form (in the backpack) call the parent to let them know someone not on the list is trying to pick up their child.
 - a. If contact with the parent/guardian is made, then follow these instructions:
 - i. Obtain verbal permission to release the child
 - ii. Confirm name with picture ID when they come to pick up the child
 - iii. Ask the parent/guardian to add this person to the pick up list
 - iv. Document this phone call in Child Plus under attendance notes.
 - b. 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.*

Child Late Pick Up

When completing the Emergency Care Form, discuss with families the importance of timely pick up and share the late pick up procedure. Encourage on-going communication between family and staff if sometimes comes up that might cause a child to be picked up after class ends. Teachers will stay with children until an approved person arrives to pick up the child.

If a parent/guardian does not pick up the child by the end of class, follow these steps:

1. Ensure families are aware of classroom schedule and schedule changes. Five minutes after class is over, call and text the parents/guardians listed on the Emergency Care Form. If there is no answer, leave a message. If there is no response within five minutes, try these numbers one more time.
2. If there is no answer after the first step (10 minutes late), staff will call the next person on the pick-up list and continue trying to contact people on the pick-up list and arrange for someone to pick up the child. Anyone picking up the child will need to have access to a car seat. Notify your supervisor.
3. After 30 minutes of trying to contact someone or if 30 minutes has passed without communication from the parent or any emergency contacts, staff will contact law enforcement and ask for assistance.
4. One staff person will remain with the child until a representative from the police/sheriff's department arrives and gives staff instruction as to what they plan to do with the child.
5. If the parent/guardian calls or arrives after staff has called law enforcement, inform the parents that

law enforcement has been contacted. Call 911 back immediately and let them know the parent/guardian arrived. Staff will ask law enforcement what their follow-up instructions are with the child and inform the family.

6. Document the activity in the Communication Log using a description of Late Pick up.
7. If this occurs 3 or more times within a month, a staffing will be called with the entire site team and program managers to determine next steps.

Continue to collaborate with families to ensure they have resources to ensure timely pick up of their child from center-based care.

Unauthorized Persons:

If the unauthorized person takes the child:

1. Call 911 and notify the building principal
2. Write down the car type and license number of the car used to take the child if it will not put you in danger
3. Contact your supervisor, program manager or the director-if unavailable leave a voicemail to call you immediately.

Adults Under the Influence:

If anyone comes to pick up a child you feel strongly is under the influence of alcohol or drugs:

1. Encourage the person to call someone else to come and pick them up, or offer to call for them.
2. Call the parent/guardian or other custodial parent/guardian and suggest they come and pick up.
3. Offer to call a cab. Call the department main number at 360.478.6889 to see about arranging a cab through the agency.
4. If they insist on taking the child with them-call or have another staff member call 911 with the name and the address of the destination. Try to write down the make of car and license number.
5. Complete the CPS form and call CPS.

Known Sex Offender

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.