



Release of Children

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identification of persons
you do not know.*



Minimum Standards

You must release children only to a parent or a person designated by the parent.

If you suspect the person picking up a child is under the influence of drugs or alcohol, you may call the local police and request their assistance.

You may not legally prevent the child from being picked up by a parent or person designated by the parent, however, you may address this issue at enrollment by asking parents what they would like for you to do if you do not feel comfortable releasing the child to one of the parents and signing an agreement to this effect.

Law enforcement officers and DFPS Child Protective Service Staff have the authority by law to remove a child without a parent's permission.

Always ask to see identification of persons you do not know.

How do employees verify the identity of a parent or person a parent has designated to pick up the child:

- You must develop child-care center policies for the release of children, including a plan to verify the identity of a person authorized to pick up a child but whom the caregiver does not know. If your child-care center transports children, the plan must include verifying the identity of a person to whom you release a child from a child-care-center transportation vehicle.
- Your policies must include a reasonable means to record the identity of the individual, such as a copy of a valid photo identification, an instant photograph of the individual, or recording the driver's license number and car tag numbers. You must retain this information in the child's records for at least three months.
- You must instruct all employees in the child-care center's policies for the release of child, including the verification plan.

*Check admission forms,
ID's , and photos*



Faith Academy Policy

Morning Drop off

1. As children arrive at the center. The parent dropping them off must sign them in at the front counter- including child's name, time of drop off, and parent signature.
2. Parents may walk their child to class or to the auditorium depending on the time of morning. An Assistant will need to ensure that the child has been checked in and assist in putting lunches and bags away for the day.
3. If it is before 8:00, please check with parents to see if they have eaten breakfast or if you should offer breakfast to them. If not eating breakfast the children will need to be engaged in activities. Please pull supplies out prior to opening for the day.
4. Parents will be notifying teachers during this time if someone else will be picking up.

Afternoon Pick up and Release

1. When releasing a child and you do not recognize the individual picking up always check ID and the child's admission form to ensure that the individual is authorized to pick up. - Parents must list on the registration form the names of all persons who are permitted to pick up their child. We require parents to notify staff in if someone else will be picking up the child.
2. If working the front desk or on the tablet you may check the child's profile on the wcc system for photographs of the individuals having picked up in the past.
3. If a new individual is picking up, you will need to take a picture of their photo id to enter into the wcc system for authorized pickup.
4. If the parents or the director have not notified you that someone else will be picking up the child, please call the parent that dropped off to ensure that it is okay to release the child to that individual.
5. Do not answer the door while children are with you. Please take them to another teacher or assistant.
6. If difficulties arise, all reasonable efforts will be made by staff to ensure the safety of the child and the other children. If necessary the police will be called for assistance.
7. Alleged Impaired -The teachers will not release a child to an authorized person who is unable to adequately care for the child. The staff will offer to call a relative or friend to pick up the person and child, or offer to call a taxi to pick them up. If the person is driving a vehicle the teacher will explain that driving under the influence of drugs or alcohol is against the law and that the teacher is obligated to ensure the safety of the child. If this person chooses to get in the car (with or without the child) the teacher will immediately notify police and provide a description of the car and location headed.
8. If a custody or court order exists, a copy of the order must be placed in the child's file. The guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without a custody or court order on file, the teacher cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy of unauthorized persons will be implemented. The guardian will provide all consents.