



## RELEASE OF CHILDREN POLICY

1. Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
2. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the school shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.
3. The school must receive a written notice from the parents when authorizing a person to pick a child from YPW
4. If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the child will not be released to this person or parent.

The school shall ensure that:

- a. The child is supervised at all times
  - b. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s) and
  - c. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the school, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-252-5400) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.
  - d. If the parent or authorized person in question is violent or non-conforming, immediately call the police at 911.
5. At the end of the day, when you pick your child up from the school, please remember to always sign him/her out. After you sign him/her out, your child (ren) is your responsibility.
  6. Only adults (18 years old +) can be authorized for pick up.

Parents, safety is our number one concern. We believe that if everyone abide by this policy we will have a smooth, safe end of the day pick up for ALL Students. We appreciate your efforts in following this safety policy

I have read the above policy regarding release of my child from YPW Spanish Immersion School and understand it fully.

Students Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_