

## **Manning Regional Child Care Association**

### **Family Day Home Program**

#### **Release of Children Procedures**

##### **Release of Children:**

- If someone other than the people identified on the Child Profile form is to collect and transport a child, the Provider must be advised by the Parent of who is coming.
- If the Provider does not recognize the Parent's voice the Provider will ask the Parent a question only the Parent and Provider are familiar with, ie: what color of shirt is Susie wearing today? To ensure they are speaking with the Parent.
- Children will not be released to anyone not listed on the Child Profile unless the Parent has notified the Provider.
- Provider will ask for photo identification if pick up person is unknown to them.
- If specific people are not to have access to a child this information must be included on the Child Profile.
- Children will not be released to anyone who is under twelve years of age.
- **The Provider also has the right to refuse to let a parent or guardian collect a child if they suspect they are under the influence of alcohol or drugs. In such an event, the emergency contact person on the Child Profile will be asked to collect the child.**