

 <p style="text-align: center;">Policy #: EECD-8</p>	<p style="text-align: center;">Page #: 1 of 2</p>
<p style="text-align: center;">Ref #: 1302.47(b)(5)(iv); DCL 1240-04-01-.11(2)(d)+(e)</p>	<p style="text-align: center;">Policy Council Approval Date: 06/21/2022</p>

COMPONENT: EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

SUBJECT: EMERGENCY RELEASE AUTHORIZATION, NORMAL PICK-UPS AND DROP-OFFS

PERFORMANCE OBJECTIVE: This policy is to establish the standard for transferring responsibility for a child from the Head Start staff to the family and from the family to the Head Start staff.

POLICY AND PROCEDURE:

A Head Start child can only be released to those persons, eighteen (18) years of age or older, who are listed in writing by the parent/guardian. **Emergency Report (CP 1520)** must be available and used in all Head Start classes and buses. Any changes or updates to the release list must be initialed and dated by the Parent/Guardian **in person**.

Phone calls, handwritten notes, and/or electronic submissions are NOT allowed when making changes to the Emergency Cards. This includes all social media outlets (Facebook, Twitter, FaceTime, etc.).

Pursuant with Tennessee Child Care Licensing Regulations, children should only be released to a responsible designated person. Staff members shall verify the identity of the authorized person by requiring presentation of photo identification.

Children shall not be released to anyone whose behavior(s) may, as deemed by a responsible person, place the child at imminent risk; such behaviors include, but are not limited to, aggressiveness, or suspicion that the person is under the influence of drugs or alcoholic beverages. However, if agency staff reasonably believes that refusal to release the child/children could place staff or the other children in imminent risk, the agency staff may release the child/children, but must immediately call 911 or other local emergency services number.

To ensure that all children are accounted for:

The lead teacher or their designee in each classroom will assign the responsibility for securing a sign in/sign out signature.

Any child who is brought into the center must be signed in on the *Sign In/Out Log*.

Any child being released must be signed out on the sign-in/sign-out or Bus Log by the parent/guardian/authorized person listed on the **Emergency Report (CP 1520)** and photo identification must be provided until staff is familiar with authorized individuals before the child is released to that person.

Staff will be trained at minimum annually.

EMERGENCY PROCEDURES: Emergency contact will be called to pick up the child. If no emergency contact can be reached, an individual in the order listed on the **Emergency Report (CP 1520)** may be contacted to pick up the child. If no one can be reached, the correct law enforcement agency will be contacted. If being transported by bus, the child will be returned to center and then the appropriate **Education Manager** will be contacted.

COMPLIANCE: Failure to comply with this policy and the severity of the incident will result in staff being counseled, suspended without pay, or immediately terminated.