

Safe and Appropriate Release of Children

Policy: Shasta Head Start is legally responsible to ensure the safety of all enrolled children. This includes receiving authorization from the legal parent or guardian designating in writing who has permission to pick up their child from school or in case of an emergency. HSPS 45 CFR Section 1304.40. & CCL 101221

Procedure: At enrollment an Emergency Permission card will be completed with the names of those individuals authorized to be contacted in case of emergency and/or those authorized to pick up the child. Identification will be verified through drivers license or other form of official identification at initial pick up.

- The original Emergency Permission card will be kept in the child file and documented in child plus. Copies will also be kept in the classroom and emergency disaster bag. Where applicable, a copy will be kept in socialization and bussing binders. All updates must be requested by the legal guardian and changes must be made immediately where all copies are maintained.
- In cases where the legal parent/guardian wishes to deny access to the non-custodial parent, the appropriate copies of legal documentation (custody decree, restraining order or termination of parental rights) must be submitted and adhered to by Shasta Head Start.
- In cases where potential kidnapping or violence is an issue, photographs of said persons should be provided to assist staff in identifying these individuals.
- If an adult shows up at a site that is not listed on the Emergency Permission card the following guidelines must be followed: CCL 101218.1b6
 - Staff will explain that Shasta Head Start's legal responsibility is to **only** release children to the appropriate and designated individuals on the Emergency Permission card.
 - If the adult refuses to leave, staff will inform them that they are contacting the police.
 - Staff will contact legal parent/guardian, Family Service Manager and Area Manager to inform them of the incident.

SHASTA HEAD START CHILD DEVELOPMENT, INC.

EMERGENCY PERMISSION CARD/TARJETA DE PERMISO DE EMERGENCIA

Child's Name/ Nombre del Niño		Home Phone/Teléfono:
Parents/Padres:		Work Phone/ Teléfono del Trabajo:
Mailing Address /Domicilio:		
Transportation: If your child will be transported, where would you like your child to be picked-up/dropped off? El Transporte: Si su Niño sera transportado, ¿En donde le gustaria que su niño se recogido y dejado? Pick-up Address/Domicilio de donde va a ser recogido: Drop off Address/Domicilio a donde va a ser dejado:		
First aid may be given?: Yes <input type="checkbox"/> No <input type="checkbox"/> ¿Se puede dar los primeros auxilios?: Si <input type="checkbox"/> No <input type="checkbox"/>		Date of Birth/ Fecha de nacimiento:
HEALTH ALERT: Child's Health Insurance: Include Name, Identification Number, and Subscriber's Name / Niño/a's Seguro de Salud: Incluir nombre, numero de identificacion y nombre de suscriptor.		
Allergies? _____ What? _____ Medication? _____ Kind: _____ Date of latest DPT _____ ¿Alergias? _____ ¿Que?: _____ ¿Medicacion?: _____ Tipo _____ Mas reciente fecha de DPT _____		
EMERGENCY CONTACT/RELEASE CHILD TO: CONTACTO EN EMERGENCIA - Name,Address,Phone/ Nombre, Domicilio, Teléfono: 1. _____ 2. _____ 3. _____ Doctor _____ Phone/Teléfono _____ Dentist/Dentista _____ Phone/Teléfono _____ Hospital/Hospital _____ Phone/Teléfono _____ <i>In case of emergency, Head Start staff have my permission to take my child to a doctor/dentist for whatever treatment is considered necessary by the doctor/dentist. / En caso de emergencia el personal de Head Start tiene mi permiso de llevar mi niño al doctor/dentista por cualquier tratamiento que sea considerado necesario por un doctor o dentista.</i> Signed/Firma _____ Date/Fecha _____ Signature authorizes Shasta Head Start to release child to the above person(s) identified under Emergency Contact/Release child to: La Firma Autoriza a Shasta Head Start de entregar al niño a personas arriba identificado baja el contacto De Emergencia/Entregar al niño a: All copies must be individually signed / Se deben firmar todas las copias individualmente		