



## BEST PRACTICE RESOURCE SAMPLE

### Drop Off and Pick Up Policy

Please notify me if an unauthorized person will be picking up your child. Verbal or written permission must be received before we will release a child to anyone who is not authorized on the registration form. We will not allow your child to leave with an unauthorized person without previous permission. This is for the safety and protection of your child.

A parent or guardian must authorize up to 3 individuals to pick up their child from child care. Authorized individuals will be required to present valid identification to pick up any child from the child care.

I authorize the following individuals to pick up my child from the child care:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If an authorized individual without valid identification or an unauthorized individual comes to pick up my child from child care, I can be contacted at this number:

\_\_\_\_\_

All parents and guardians must make sure that a staff person recognizes that the child has been dropped off or is being picked up from child care.

\_\_\_\_\_  
Parent name

\_\_\_\_\_  
Date

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#### **Sample Policy 2.**

##### **Release of a Child**

Parents are required to indicate the name and phone number of all authorized individuals who are clear to pick up the child. All parents and/or authorized individuals are to sign-in and sign-out on the provided sheet, each day the child is dropped off and picked up from the daycare. Only persons designated to pick up a child will be allowed to do so.

##### **Unauthorized Pick Up:**

The parent/guardian is required to notify the caregiver in writing if someone else, other than the authorized persons, will pick up the child. Please provide name, phone number, and description of the person. The person will be asked to show photo identification. If necessary, police will be called for assistance.

##### **Custody and Related Court Orders:**

The day care staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.