



Safe Release of Children Policy

Name of Program:	(License/Registration/CC Number):	
Program Type (Choose One): ☐ Child Care Center ☐ License Exempt Program ☐ Family/Group Child Care ☐ Head Start	Director/Administrator/Owner Name:	Contact Phone Number:
Address:		
City/Zip Code:		

Policy:

_____ ensures the safe release of children. Children are only released to persons authorized by the parent/guardian. Authorized persons must show proof of identification and sign-out the child before she/he is released to their care. Our program has a system in place that allows for cases of emergency. No child will be released to someone who has not been authorized or appears to be impaired.

Describe your procedure for releasing children to authorized persons.
How frequently is each child's authorized person list updated?
Where are these lists kept?
What is the procedure if the family has an emergency and a person other than who is designated on the authorized person list comes to pick up the child? How do you ensure this person is authorized to pick up the child?



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What is your procedure if the person (authorized/unauthorized) is incapable of providing safe care to the child (i.e., intoxicated, mentally disoriented)?

ABC Quality Assessor Name:	Phone Number:	Email Address:
SC DSS Child Care Licensing Specialist (N/A for license-exempt centers):	Phone Number:	Email Address:

_____, staff have been informed, read, understand, and agree to implement/abide by the Safe Release of Children policy as written. Our program understands that non-compliance with this policy can result in adverse actions.

Print Name of Authorized Personnel:	
Signature of Authorized Personnel:	Date: