**Safe Release of a Child Policy**

All children release incidents will be documented.

Park Lane Preschool requires parents to list all adults authorized to pick up their child from the facility. No child will be released to anyone except parents, or an alternate person authorized by the child’s guardians.

Picture identification will be checked for anyone unfamiliar. If prior arrangements are not made, staff is required to contact parents or emergency contacts for approval or confirmation of identification in order for the child's safe release. If approval or confirmation of identification is not made staff will be unable to release the child.

If the adult appears to be incapable of providing safe care, this includes intoxication due to alcohol or drugs, no car seat for the child etc., the supervisor or staff member will suggest an alternate person to be called for the child's pickup in order for a safe trip home. If the parent/guardian or alternate care provider does not agree with the supervisor or staff member’s decision, then 9-1-1 will be contacted. In the event that the child or any staff members safety is at risk, authorities will also be called. If we believe a child will be at risk, a report will be made to the Ministry of Children and Family Development.

If a custody agreement involving a child attending Park Lane Preschool exists, parents/guardians are required to provide a copy of the files to be kept at the centre.

If a child is left at the daycare longer than one hour past the closing time and all attempts have been made to contact the parents or emergency contacts, Park Lane Preschool staff will contact the Ministry for Children and Family Development.