



Kids Kottage Learning Center, Inc.  
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Policy on the Release of Children

As required by the New Jersey Division of Youth and Family Services (DYFS), we are providing you with a copy of the "Policy on the Release of Children".

Please read the attached statement carefully and return the signed statement of acknowledgement below to the office. If you have any questions, please feel free to contact any of the Kids Kottage administrative staff.

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I have read and understand the Policy on the Release of Children from the Division of Youth and Family Services.

Child's Name: \_\_\_\_\_

Parent/Guardian Signature:

\_\_\_\_\_ Date \_\_\_\_\_

## Policy on the Release of Children:

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from Kids Kottage Learning Center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a particular non-custodial parent has been denied access, or granted limited access to the child by a court order, Kids Kottage shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.

Written procedures to be followed by staff members(s) if the parent(s) or person(s) authorized by the parent(s), as specified above, fails to pick up a child at the time of Kids Kottage daily closing. The procedures shall require that:

1. The child is supervised at all times
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parents
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.
4. Written procedures are to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in the above, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such and individual.

These procedures are;

1. The child shall not be released to such an impaired individual
2. Staff members attempt to contact the Child's other parent or an alternative person(s) authorized by the parent(s)
3. If Kids Kottage Learning Center is unable to make alternative arrangements, as noted above, a staff member shall call the Division's 24-hours Child Abuse Hotline to seek assistance in caring for the child.

For school age child care programs, no child shall be released from the program unsupervised except upon written instructions for the child's parent.