

# **Pacific Montessori Society**

## **RELEASE OF CHILD POLICY**

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**Effective Date: September 21, 2009**

### **POLICY STATEMENT**

The Board of Directors of the Pacific Montessori Society (the “Board” or the “Society”) believes the safety of your child to be paramount. For this reason, your child will not be released to anyone who is not listed as an authorized emergency contact on your child’s registration forms.

### **POLICY RATIONALE**

There are a number of factors which may, if left unaddressed, compromise student safety. This policy provides clarity and direction on the circumstances associated with the release of a child and criteria used to determine when release is appropriate and authorized.

### **POLICY**

#### **Pick Up Times**

- I.* The end of the school day is 3:15 pm. Children must be picked up from the school at this time.
- II.* The extended day program runs after regular school hours, from 3:00/15 pm to 5:15 pm. If a child is enrolled in the extended day program, s/he must be picked up by 5:15.

#### **Late Pick Up**

- III.* If a child has not been picked up at the end of the school day or (if a child is enrolled in the extended day program) at the end of the extended day program, staff will attempt to contact the parent(s)/guardian(s) at the telephone number(s) provided on the registration forms.
- IV.* If the parent(s)/guardian(s) cannot be reached, staff will call the authorized emergency contacts listed on the registration form, in the order listed.
- V.* If none of the authorized emergency contacts is available and the school has still not been contacted by the parent(s)/guardian(s) by 30 minutes after the end of the school or extended day program time, staff must notify the Ministry for Children and Family Development.

#### **Custody and Court Orders**

In order to promote the best interests of each child enrolled in the school, the Board and staff will maintain strict neutrality toward parents who are involved in legal action affecting members of the family, unless otherwise directed by a court order.

- VI.** The Board presumes that the person who enrolls a child in the school is the custodial parent or guardian of the student unless informed otherwise by certified court order.
- VII.** The custodial parent/guardian is responsible for providing accurate and up-to-date information concerning the legal custody and guardianship of the child or any legal agreement that may curtail parental rights.
- VIII.** If a custody or court order exists, a copy of the order must be included in the child's file.
- IX.** Without a custody or court order on file, the school cannot deny access to the child's parent.
- X.** If a child's non-custodial parent is not listed on the authorized emergency pick up list, the section of this policy on unauthorized or emergency pick up will be implemented.

### **Unauthorized or Emergency Pick Up**

There may be circumstances when a child will have to be picked up by someone other than a parent/guardian or an authorized emergency contact.

- XI.** The school must be notified (in person, by telephone or by note/e-mail) if someone other than an authorized emergency contact will be picking up your child.
- XII.** The full name and a brief physical description of the individual must be provided to staff.
- XIII.** Upon arrival, the designated pickup will be asked to show photo identification.
- XIV.** If an unauthorized person comes to pick up your child and staff has not received prior notification from you and cannot reach you directly, your child will not be released. The child will stay under the protection of staff at the school until such time as an authorized emergency contact can be reached.

### **Alleged Impaired Pick Up**

It is the responsibility of the school to ensure the safety and well-being of a student. Staff will not release a child to any authorized person who appears unable to provide safe care for a child.

- XV.** If staff believes that a child will be at risk, staff will offer a safe alternative such as calling a relative, friend, spouse or a taxi to pick them up.
- XVI.** If the person indicates s/he will choose to drive, staff will explain that driving while under the influence of drugs or alcohol is against the law.
- XVII.** If the individual presumed to be impaired chooses to get in the vehicle and drive away, with or without the child, staff will immediately notify the police and provide a description of the vehicle and geographic vicinity.
- XVIII.** If staff believe the child is in need of protection, the Ministry for Children and Family Development will be called.

## **DEFINITIONS**

Section 1 of the Child Care Licensing Regulation defines “parent” to mean the parent of a child, or if applicable:

- (a) The child’s guardian;
- (b) The person legally entitled to custody of the child; or
- (c) The person who usually has the care and control of the child.

## **REFERENCES**

Community Care and Assisted Living Act: Child Care Licensing Regulation

Safe Release of Children From A Child Care Facility: Community Care Facilities Licensing Program

Approved