

**HEAD START PROCEDURES FOR:
Releasing Children to an Authorized Adult
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 **Scope:** Head Start Performance Standard 1302.47(b)(5)(iv) Children will only be released to an authorized adult.

2.0 **Responsibility:**

- 2.1 Teacher
- 2.2 Teacher's Assistant
- 2.3 Family Service Worker
- 2.4 Substitutes
- 2.5 Parent

3.0 **Resources:**

- 3.1 Education Plan
- 3.2 Parent Handbook
- 3.3 Postings

4.0 **Procedures:**

- 4.1 Children will be signed in by parents or caregivers when arriving at school each morning. Sign in sheets are located in each classroom. During times of pandemic, sheets may be located in other designated areas to minimize exposure in classrooms. Staff will note if a child has bruising, abrasions or a discharge.
- 4.2 At pick up time, children must be signed out by a parent or adult listed on the Emergency Card.
- 4.3 Those who pick up a child must show a driver's license or other photo ID as identification until the teacher recognizes them.
- 4.4 No child will be released to anyone who appears to be under the influence of drugs or alcohol. Necessary authorities will be contacted to ensure the safety of the child.
- 4.5 School age and Head Start children are not allowed in the EHS classroom at any time. Parents are encouraged to pick up infants first.

5.0 **Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Sign in sheets	paper/ electronic	cabinet	7 years	Shred/ Delete	locked file or cabinet/ password protected

6.0 **Monitoring:**

- 6.1 Classroom observations
- 6.2 Visit reports
- 6.3 Sign in sheets/Written Request for Pick up

7.0 **Revision History:**

Date:	Revision#	Description of Revision
5-2017		

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5-2018	3.5 1.4, 4	Add “drop off/pick up” and edit “Region 14” to” Region 14/15” Delete “Region 14/15 Head Start for permission” Change “approval to request” Add “Parent”, Changed: “paper” to “paper/electronic”, “Shredded” to “Shred/Delete”added “password protected”
6-2019	2.4 4.5, 4.6	added “substitutes” deleted sections referring to older siblings picking up children
12/1/2020	4.1	added “During times of pandemic, sheets may be located in other designated areas to minimize exposure in classrooms.”
4/29/2022		review
12/2022		reviewed