



POLICY 11300

SAFE RELEASE OF CHILDREN

POLICY:

Children will only be released from the Rocky Mountain JUSTB4 Program to the parent(s)/guardian(s) or an authorized alternate contact as listed on the child's registration form. If the child is being picked up by an alternate contact that is unknown to staff they will be required to show photo ID for confirmation. Families can update their child's alternate contacts upon request.

PROCEDURES:

- If a child is not picked up by the end time of the program, their parent(s)/guardian(s) will be called. If the parent(s)/guardian(s) do not answer then staff will call the authorized alternate contact(s) until someone has been reached.
- If a custody agreement exists then the parent/guardian must provide a copy of the agreement to be kept on file.
- If an authorized person arrives to pick up a child and staff deem them incapable of providing safe care, then staff will suggest calling an alternate pick up for the child. If they insist on taking the child, staff will release the child, call the RCMP, and make a report to MCFD.