



New York State Specific Policies

Policy on the Release of Children

Parents are welcome to visit the center at any time. All children must be accompanied into the building by an *adult* and placed under the direct supervision of the Center's staff. Children must be accompanied by an *adult* when leaving the Center.

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 the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

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

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center will ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24 hour NY State Central Register (SRC) Child Abuse & Maltreatment Hotline: 1-800-342-3720 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is/are able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Center Director and/or staff member, the child would be placed at risk of harm if released to such an individual, we will ensure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or alternative person(s) authorized by the parent(s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24 hour NY State Central Register (SRC) Child Abuse & Maltreatment Hotline: 1-800-342-3720 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is/are able to pick-up the child.

For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

Communicable Disease Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center. Parents must report within 24 hours of such absence of any absence for: chicken pox, conjunctivitis, diarrhea, food poisoning, hepatitis, haemophilus influenzae type b infection, impetigo, measles, meningitis (all types), meningococcal disease, MRSA, mumps, pertussis (whooping cough), German measles, salmonella, scarlet fever, tuberculosis, or any other disease or condition which may be a danger to the health of other children.



Some excludable communicable diseases must be reported to the Department of Health by the center. For a complete list of reportable excludable communicable diseases, please visit the following website:

Health.ny.gov/diseases/communicable/

