



Pennsylvania 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, we must 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, we will ensure that:

- The child is supervised at all times;
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s) and
- 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 State Childline Hotline at 1-800-932-0313 to seek assistance in caring for 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:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent or alternative person(s) authorized by the parent(s); and
- If we are unable to make alternative arrangements, a staff member shall call the 24-hour State Childline Hotline at 1-800-932-0313 to seek assistance in caring for the child.

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

Communicable Disease Reporting Guidelines

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:

<https://www.health.pa.gov/topics/Reporting-Registries/Pages/Reportable-Diseases.aspx>