

Liberty Learning Center

Policy on the release of children

During School Hours: (6:45am – 7:00pm)

A parent or guardian must walk into school and sign the child in/out. If the fingerprint machine is not working the parent must ask a staff member to help. A parent should check the front desk board, the child's mailbox and his/her cubby for information and items to go home.

If someone other than a parent or guardian is picking up the child, he or she must be listed on the Information Sheet. Only a person listed on that form would be able to leave with the child.

Any person not listed on the Information Sheet must have a written release form signed by the child's parent or guardian. **NO CHILD WILL BE RELEASED WITHOUT THAT FORM.** In addition to the signed release form, identification (driver's license) must be shown to a staff member. **No one who is not on the pickup list should have the door code!** That way a staff member can check their ID *before* they enter the building.

If the parent (s) or person authorized to pick up the child is emotionally or physically impaired to the extent that, in the judgement of the director or head teacher, a child would be placed at risk of harm... the center **MUST**:

1. Make sure the child is NOT released to the impaired individual.
2. Try to contact the child's other parent or an alternative authorized individual.
3. If the center cannot reach another authorized individual, a staff member should call 1-877-NJ-ABUSE to seek help in caring for the child.

Staff members will always:

1. Check the daily board and clipboard for a special pick up list.
2. Make sure the child is checked out correctly.
3. Check the ID of a special pick-up person.
4. Contact the director if there are any questions.

**NO EXEPTIONS WILL BE MADE. PROPER AUTHORIZATION MUST BE
GOTTEN BY LLC STAFF BEFORE ANY CHILD IS RELEASED**

After Closing Time: (7:01)

If a child is not picked up by 7:00 pm, the parent or guardian is responsible for paying the staff member for the extra time at the staff member's wage PLUS++++ \$1.00 PER MINUTE past 7:00.