

## **POLICY ON THE RELEASE OF CHILDREN**

- A. The Center's policy on the release of children shall include:
1. The provision that each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the YMCA and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.
  2. The provision that if a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the YMCA shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.
- B. Procedures to be followed by staff members if the parent(s) or person(s) authorized by the parent(s), as specified above in A. 1, fails to pick up a child at the time of the center's daily closing, shall require 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 Hamilton Police Department or the 24-hour Child Abuse Hotline 1-877-NJABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.
- C. Procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified above in A. 1, appear to be physically and/or emotionally impaired to the extent that, in judgment of the director and/or staff member, the child would be placed at risk of harm if released to such and individual, the center shall 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 an alternative person(s) authorized by the parent(s); and
  - 3) If the center is unable to make alternative arrangements, a staff member shall call the Hamilton Police Department or the 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.