

Policy Number: FS 012	Title: Child Not Picked Up
Performance Standard: 1302.47(5)(iv) 1302.47(7)(v) USD 418 BOE Policy:	Original Date: 8/2006 Reviewed: 10/2020
	Policy Council Approval/Revision: 12/2017 Board Approval: 2/2018

POLICY:

Each family situation is unique and individual and should be treated as such. Prior to contacting DCF or law enforcement, staff will have attempted to contact the parent(s) and all individuals listed on the Emergency Contact List at least once, but ideally two to three times, not to exceed an 30 minutes after class session ending. Documentation of attempts at locating a responsible adult to receive the child will be kept on the Family Services Progress Notes.

PROCEDURE:

When a parent or emergency contact is reached and cannot make it to a center the following action steps may be taken:

1. The staff will attempt several times to reach the parents and/or the emergency contacts.
2. The Staff will watch the child while they contact the Family Advocate.
3. If the Family Advocate cannot be reached, the teacher will contact the Assistant Director of Family and Community Services or the Director.
4. The school may make special arrangements to help a parent in need.
5. The Family Advocated must work with the parent on a back-up plan.

When a parent or emergency contact cannot be reached the following action steps may be taken:

1. During the day contact the local DCF office to make a child abuse report. After hours contact law enforcement and make them aware of the situation.
2. DCF or law enforcement will want the following information:
 - a. What has been done to attempt to contact the parent and emergency contacts.
 - b. The child's name, date of birth and age.
 - c. The parent's name, address, and phone number.
 - d. If the parent works, the name of their employer.
 - e. The name, address, and phone number of all individuals listed on our emergency contact form.
 - f. If we know of other relatives in the community, their name, address and phone number.
 - g. Any other information that would be of help to DCF or law enforcement.
3. The staff calling DCF or law enforcement to report the situation will complete the suspected Child Abuse report form an follow all other agency procedures for reporting abuse.