

<b>Policy Number:</b> FS 013	<b>Title:</b> Releasing a Child to an Impaired Adult
<b>Performance Standard:</b> 1302.47(5)(iv) 1302.47(7)(v) <b>USD 418 BOE Policy:</b>	<b>Original Date:</b> 8/2006 <b>Reviewed Date:</b> 10/2020
	<b>Policy Council Approval/Revision:</b> 12/2017 <b>Board Approval:</b> 2/2018

**POLICY:**

It is our responsibility to see that the children are safely supervised at our sites and during arrival and departure. When an adult caregiver arrives to take a child and appears to be intoxicated and/or otherwise impaired in their judgment and ability to safely escort the child(ren) home, staff will institute the following steps.

**PROCEDURE:**

1. If the adult is not the child’s parent or legal guardian, McPherson/Marion County Head Start staff will contact the parent to make alternate arrangements for picking up the child.
2. Staff will assist in making alternate arrangements for getting both the adult family member and the child(ren) home.
3. If the person is aggressive or threatening, McPherson/Marion County Head Start staff will call 911 and institute the Child At-Risk Policy.
4. If the individual insists on taking the child, staff will contact local law enforcement to report the person.
5. If staff contacts law enforcement to report the situation, they need to complete a Child Abuse Report form indicating that the report was made to law enforcement.
6. Staff will document the incident in the child’s file and notify his/her supervisor when an incident has occurred.
7. The program will offer support and training to staff in dealing with incidents.