In an effort to ensure the safety of all children and staff of Nest Child Care and Parent Institute (NEST), the following policy regarding child release will be adhered to:

1. Any person wishing to remove the child from the premises must be listed on Child Information Card by the parent(s).
2. Persons listed on the child information card should be at least 18 years of age.
3. Parent must notify Nest staff if a person(s) listed on the child information card is no longer authorized to transport, bring or pick up child from Nest premises.
4. Any person no longer authorized to bring or remove the child from Nest premises must be removed from the child information card.
5. Once a person has been removed from the child information card, they are no longer authorized to bring or remove the child from Nest premises.
6. In the event that the child’s parents separate during the child’s enrollment, the parent with legal custody shall bring and remove the child from Nest premises.
7. Parents that do not live together in the same household with the child, will have to:
	1. Show court issued documentation verifying custody of the child
	2. Be listed on the child information card of the child
	3. Present birth certificate that clearly lists the name of parent wishing to remove the child on the birth certificate of the child in order to remove child from Nest premise and program.
8. Possession of a birth certificate with the name of the parent listed on it is sufficient documentation to allow release of a child to any person wishing to remove the child even if it is the biological parent wishing to remove the child.
9. The biological parent must provide Nest with the appropriate documentation prior to removing the child from Nest premises.
10. If the parent fails to comply with the guidelines then, the staff member in charge should be notified immediately and the necessary security measures should be executed.
11. To ensure the safety of children and staff **THERE ARE ZERO EXCEPTIONS TO THIS PROCEDURE!**

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_