

MISSING OR LOST CHILD

In the event that a child should become lost or missing, Early Years Academy Director and all available staff will conduct a full search of the building and surrounding perimeters. If necessary we will then call the police. In this event, parents of that child will immediately be notified to come directly to the center or other specified location.

UNAUTHORIZED OR INCAPACITATED PERSON

Early Years Academy will not release any child to any person who is not authorized to pick up by the child's parent(s). Early Years Academy staff will notify the child's parents and will only release the child if it is verified.

Early Years Academy will not release any child to any person we feel may be incapacitated in any way which could result in harm of a child. Parents or police will be notified of our decision and will be expected to pick up their child immediately. If parents cannot be reached, emergency contacts will be called and they will be expected to pick up the child immediately.

Early Years Academy will document all activity between a person who is suspected of child abuse and attempts to pick up a child. We will deny the ability to pick up a child if we have a court order or documentation, stating this person cannot be around children.

If we are unable to locate an authorized person to pick up the child, we will not hesitate to call the police to locate the parents or to take custody of the child.