

7d. Parent Consent for Child Release

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Procedure

A Head Start/EHS/ECEAP child will only be released to authorized individuals based on authorization from the child's parents/guardian. LCC Head Start/EHS/ECEAP will ensure that parents/guardians notify staff, and update as needed, who can have access to their child at the site or who the child can be released to.

1. The enrollment application for Head Start/EHS/ECEAP will be used to allow the parent/guardian to identify all persons with authority to pick up their child from the classroom or to receive their child from the bus. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (restraining order, termination of parental rights).
2. ChildPlus report 1520, Contact Information report, will be kept in the classroom and on the bus(es) at all times for reference by staff to assure that children are only released to authorized individuals.
3. Release names from the enrollment application will be entered into ChildPlus. If parent requests for names to be changed, changes will be made accordingly in the ChildPlus database system. Changes removing the non-custodial parent will be made after receiving copies of legal documentation (restraining order, termination of parental rights).
4. If a parent requests to change the release names after his/her child is enrolled, a ERSEA 1e. Change of Status form - **link coming soon** will be completed with the new information and signed and dated by both staff and parent. The release list used in the classroom and on the bus will be updated to reflect changes.
5. In the case of an emergency when a parent requests by telephone for his/her child to be released to a previously unauthorized individual, staff will ask identifying questions to assure the parent is the one who is calling. A child will only be released by parent phone verification when an illness or other unavoidable occurrence has impeded their ability to make a face-to-face change.
6. A child will be signed in and out of the classroom and on and off the bus. Child will only be released to an authorized individual.
7. Any unknown authorized person will be asked to provide identification in the classroom or at a bus stop prior to the child being released.

8. Parents/Guardians will review and update information at each Home Visit and Conference.
9. If an authorized person is not available when the child's bus arrives or after class, the child will be returned to the site and/or remain with staff. All emergency contacts will be notified. If the child is waiting longer than 60 minutes, Child Protective Services will be contacted.
10. If a protection and/or restraining order is current and in effect, a copy will be given to the Computer Support Specialist and uploaded in ChildPlus with a stop sign attached to alert the viewer. Staff are to call 911 immediately and not release the child. If a parenting plan is in place, staff are not to interfere but communicate with parents/guardians regarding the plan on file. Parent will not be uploaded in ChildPlus.
11. All emergency contacts will be checked through the Sex Offender Registry by the intake team. If someone is listed or suspected, the Administrative Services Manager (ASM) will be notified. The ASM will then contact the local sheriff's office to confirm the person's status and find out any restrictions. These restrictions will decide if the person can be an emergency contact or volunteer.

Lower Columbia College No Contact Order/Protection Order/Parenting Plans Involving Juveniles

There are three major types of orders, in addition to parenting plans, that Faculty and Staff of Lower Columbia College will most likely encounter. The orders are all governed under [RCW 26.50 \(app.leg.wa.gov/rcw/dispo.aspx?cite=26.50\)](http://app.leg.wa.gov/rcw/dispo.aspx?cite=26.50) . They are:

- No Contact Orders (temporary and permanent)
- Orders for Protection* (temporary and permanent)
- Restraining Orders
- Parenting Plans

*(Foreign Orders for Protection are Protection orders issued in a different state but are still enforceable in Washington)

1. No contact orders are typically issued in response to a crime of domestic violence where the petitioner is the victim. Typically, a no contact order will bar the respondent in the order from any contact, whatsoever, with the petitioner and the children of the petitioner. It will also prohibit the respondent to be within 300 feet of the home, workplace, school or daycare of the petitioner. Regardless of the type of order, keep a copy of the order/parenting plan on file. Make sure the order is signed by a superior court judge, is stamped accordingly and is current. Make a copy of the order and include with the child's file. Additionally, ask the petitioner to provide a recent photograph of the respondent to be kept with the file as it makes identification much easier and make sure all of the staff in the buildings are made aware.

- If, within the verbiage of the order, it specifically states that the respondent to the order is not to have any contact with the protected party (petitioner or children thereof) and you see the respondent on campus, the respondent calls on the telephone to try to speak with one of the children or the respondent tries to collect the child(ren) contact 911 immediately as this is a violation of the order and subjects the violator to arrest. Also contact campus security and request their presence until law enforcement arrives. Under NO circumstances are you to release the child(ren) to the respondent in the order. If the respondent arrives with “new” paperwork contact 911 and ask for an officer to respond to confirm the new paperwork is indeed valid. If the paperwork is deemed valid make a copy of this paperwork and include with the file.
 - By law we honor all protection orders, even those issued from a different state. If you have a parent bring in a no contact or protection order from a different state, encourage that person to also get an order from Cowlitz County Superior Court. It is not required but it makes it easier for local law enforcement to interpret.
2. Protection orders are very similar to No Contact Orders and often have some of the same provisions. Protection orders may, however, have provisions that allow the respondent certain conditions that a No Contact Order may not. As always it is vital to read every order in its entirety and make certain as to which provisions are in place. If the protection order specifically prohibits the respondent from contact with the children or the petitioner and the respondent arrives on campus or otherwise attempts contact with the children, then 911 is to be contacted followed by campus security. The same process for documenting a no contact order would be appropriate here as well.
 3. Restraining orders are usually an order between two people who were, at one time, married. Restraining orders are often less restrictive than No Contact Orders or Protection Orders and will often have provisions regarding access to children.
 4. Parenting Plans are just as they are titled. These are civil agreements between two parties and are not enforceable by anyone other than the judge/ commissioner who signed the order. If there are two parents or guardians who get into an argument or disagreement regarding a parenting plan, please tell them we do not get involved with interpreting parenting plans. Tell them if they cannot resolve the issue between the two of them, then they need to go back to the court that issued the order and request the order be changed. If one party or the other has a dispute and requests any staff member to provide a written statement of the dispute, politely decline to provide this statement and advise the party that, if needed, the staff member can be subpoenaed into court.

Instructions for addressing possibly impaired parents

LCC Head Start/EHS/ECEAP will ensure that parents/guardians notify staff, and update as needed, who can have access to their child at the Head Start site or who can the child be released to after school. During the registration process, an Emergency Contact/Release of Child form will be compiled with the names of those persons authorized to be contacted in case of emergency and those authorized to pick up the child. In cases where the parent wishes to deny access to the non-custodial parent, they will be required to provide the program with appropriate copies of legal documentation (restraining order, termination of parental rights).

On occasion faculty and staff may have the opportunity to encounter a parent or guardian that they believe may be impaired by a substance or medical condition. If the faculty or staff member feels the person may be unable to safely operate a motor vehicle then a call to 911 should be placed.

If at all possible, a vehicle description and direction of travel should be provided to 911. A license plate is always helpful and the name and address of the suspected impaired driver is good to provide if it is available. These calls to 911 may be made anonymously as well.