

## **BEST PRACTICE RESOURCE SAMPLE**

### **Authorization For Pick-up**

The children will not be released to an unauthorized person or anyone whom I deem incapable of providing safe care.

Only people who have been previously authorized to do so, will be allowed to pick up children from child care. If, in an emergency situation, you need to send someone else to pick up the children, please call in advance with the name and description of the person who will be coming. I will require identification. The person should then be added to the list of people authorized to pick up the child.

If children are not picked up at the agreed upon time, the authorized alternate will be called. If you or an authorized alternate cannot be contacted and a reasonable amount of time has passed, I will consider the children abandoned and call the appropriate Ministry.

If someone whom I deem incapable of providing safe care arrives to pick up the children, they will be refused and you or your authorized alternate will be called to pick up the children. If an alternate cannot be reached within a reasonable length of time, Ministry for Children and Family Development will be called. If it appears that you are incapable to providing safe care, I will suggest we call an authorized alternate to pick up the children. If you insist on taking the children, I will release them to your care and call the RCMP.