

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Parent Consent for Child Release

### POLICY:

A Head Start child will only be released to authorized individuals based on written authorization from the child's parent(s).

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47 and 1303.72](#)*

### PROCEDURE:

1. The enrollment application for Head Start will be used to allow the parent to identify all persons with authority to pick up their child from the classroom or to receive their child from the bus.
2. A list of all children and the persons they may be released to will be kept in the classroom and on the bus 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 on COPA. If the parent requests (*in person*) for names to be changed, changes will be made accordingly on COPA.
4. If a parent requests to change the release names after his/her child is enrolled, a Change of Status form will be completed with the new information and signed & dated by both staff and parent. Release lists used in the classroom and on the bus will be updated immediately to reflect this new information.
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, the following questions will be asked by the staff to verify that the person requesting the release is in fact the parent:
  - Parent's Date of Birth
  - Child's Date of BirthA child will only be released by parent phone verification to a previously unauthorized person when an illness or other unavoidable occurrence has impeded their ability to make a face-to-face change to the list of release individuals.