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DEPARTMENT

McCormick Montessori Child Care Center

COST CENTER 8344

POLICY Pickup of Children/Mandated Reporting

SUBMITTED BY: Dr. Norma Guzman, Program Director, Child Care Center

APPROVED BY:

	<u>Senior Director, Rehabilitation Services</u>	
Signature	Title	Date

EFFECTIVE DATE: _____

PURPOSE: The safety of children is of paramount concern to McCormick Montessori Child Care Center. To track all drop-offs and pickups of children, parents/guardians are required to sign children in/out on the daily attendance sheet. Staff are not permitted to sign these sheets on behalf of parents/guardians.

POLICY: Generally, persons picking up children must be at least 18 years of age and bring a valid photo identification. In exceptional circumstances, and only with the parent/guardian’s written consent, a younger individual may be permitted to pick up a child. Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are at McCormick Montessori child care center, as provided by law. Under the IL Department of Children and Family Services, mandated reporters are required to report any suspicion of abuse or neglect to DCFS. The employees of MMCCC are considered mandated reporters, under this law.

When children are being picked up from the center, staff will ensure that the person doing the pickup is authorized to do so and does not appear to be unwell or impaired. Additionally, if parent(s)/caregiver(s) arrive after 6:00pm to pick up their child(ren), late pickup procedures will be applied due to safety concerns and staffing costs.

PARENTS RIGHT TO IMMEDIATE ACCESS

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) MMCCC must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of MMCCC will accompany visitors at all times, throughout the center.

COURT ORDERS EFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) MMCCC must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. In the absence of a court order on file with MMCCC administration, both parents shall be afforded equal access to their child as stipulated by law.

Employees of MMCCC cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. MMCCC will report any violations of these orders to the court.

PICK UP BY AN UNKNOWN PERSON

If the person picking up the child is not known to a staff member, the staff person will consult with other staff members to determine if any other staff knows whether or not this individual is authorized to pick up the child. The child's file will be checked for the individual's name, and photo identification will be required. If the unknown person is not authorized to pick up the child, the parent must be contacted for permission. Should the parent(s) be unavailable, the child cannot be permitted to leave with the unauthorized individual.

If an attempt is made to take the child or if the individual does leave with the child, 911 (police) and Public Safety will be called by staff.

The center Supervisor and SCH Chief Operating Officer are to be immediately informed and staff will continue to make attempts to contact the parent(s)/guardian(s). (IDHS 02.02.04/01-2011)

PICKUP BY A PERSON WHO APPEARS UNWELL

If a parent/authorized person appears to staff to be unwell or impaired when they arrive to pick up a child and staff is concerned for the safety of the child, staff will suggest that the parent/ authorized person not leave with the child. The Director/designate will be involved to deal with this situation. In the event that a parent or other person who is authorize to pick up a child enrolled at MMCCC and comes to the center in an unwell or impaired condition, staff will determine if he/she is in a condition which may prevent him/her assuring the child's welfare. (IDHS O2.02.5e/01-2011)

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Employees of MMCCC are considered mandated reporters, under the law. Employees of MMCCC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. MMCCC employees take this responsibility very seriously and will make all warranted reports to the appropriate authorities. DCFS is designed to protect the welfare and best interest of all children.

Staff will call the 24-hour Child Abuse Hotline at 800-25-ABUSE (800-252-2873) if he/she suspect

that a child has been harmed or is at risk of being harmed by abuse or neglect. If child is in immediate danger of harm, staff will first call 911. As mandated reporters, the staff of MMCCC cannot be held liable for reports made to DCFS which are determined to be unfounded, provided the report was made in “good faith”.

LATE CHILD PICKUP

McCormick Montessori Day Care Center closes at 6:00p.m. Parent are expected to allow sufficient time to dress their child, collect clothes, check their cubbies, speak to staff, and leave the center by 6:00p.m. If the parent/ guardian is aware that they are going to be late, they should call the center to advise staff of this and of their plan to pick up their child(dren). Due to the operational staffing costs incurred when a parent/guardian is late, a late fee will be charged when a parent/guardian is late.

The Director/designee, or if he/she is not present, the person in charge, is authorized to carry out the directives of these policies.