



17 Greenwich Church Road
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Release Policy

1. Release a child only to the custodial parent(s). In case of an emergency, when the parents cannot be reached, the person designated to assume responsibility may pick up the child. A child shall not be visited or released to a non-custodial parent or anyone else without a written approval including the person's name, address and telephone number. It shall be maintained on file at the center.
2. If the parent(s), or those authorized by the parents to pick up, fail to pick up a child at the time of closing:
 - A) Supervision will be maintained at all times.
 - B) The parents will be called.
 - C) Authorized alternate contacts will be called.
 - D) Continued attempts will be made to reach the parent(s) and emergency contacts.
 - E) One hour after closing, staff may call the DYFS Child Abuse Hotline at 1-800-792-8610 to seek assistance in caring for the child.
3. If the parents or authorized person(s) appears to be impaired:
 - A) The child shall not be released to an impaired individual.
 - B) Attempts will be made to contact the alternative parent or those designated to pick up the child.
 - C) Failing such attempts, staff members shall call the 24-Hour Hotline above.
4. If the person picking up the child is authorized, but unknown to the staff OR, in an emergency, they will request photo identification from the individual to verify written authorization. Written authorization may be fax at 908-479-4269.