



Emergency Information Card & Child Pick-Up 0-5

PROCEDURE / APPROACH

Head Start/Early Head Start requires that an Emergency Information Card with current information be on file for every child receiving services to ensure that staff are aware of any custody requirements, and/or medical needs the child may have, and to contact those persons designated should a child become ill at school, have an accident, or require emergency assistance.

POLICY COUNCIL APPROVAL:

BOARD APPROVAL:

HEAD START PROGRAM PERFORMANCE STANDARDS:

Oregon Administrative rule 581-022-2225 requires schools to instruct and drill students on emergency procedures and maintain a comprehensive safety program that includes plans for responding to emergencies.

PROCEDURES:

Prior to Children Starting:

1. Parent/guardian will fill out the form completely and sign the Emergency Information Card in the electronic system Playground.
2. Area Assistant (or designated center staff) will download the emergency card, print copies for the go-to file.
3. Area Assistants will upload the electronic copy into Shine on the Profile tab under the Emergency Contacts section. Display name will be PY E-1 Childs Name (i.e. 23-24 E1 Mary Smith)
4. Area Assistant will mark that emergency contacts have been received on the pre-enrollment page.

***The above MUST be completed before the child can attend class.**

Updating the Emergency Card:

1. If any information changes, Parent/guardian will update their electronic version and re-sign and re-submit in Playground

2. Area Assistant (or designated center staff) will download the new emergency card, print copies for the go-to file.
3. Area Assistants will upload the electronic copy into Shine on the Profile tab under the Emergency Contacts section. Display name will be date UPDATED E-1 Child's Name (i.e. 10/12/2022 UPDATED E-1 Mary Smith)

Dual Custody Families:

- Children whose parents share custody will have separate emergency cards for each household. Ensure the days of the week that Emergency Information Card applies for are clearly marked at the top of the card.
- Both should be uploaded to shine. Display Name will include days of the week it is effective (i.e. 22-23 E-1 Mary Smith T, TH. 22-23 E-1 Mary Smith M, W. 11/1/2022 UPDATED E-1 Mary Smith T, TH.)
- *Refer to Confidentiality-Sharing of Information Policy and Procedure for more information about Dual Custody households.*

Child Pick Up:

Only the parent /guardian or a person designated on the child's Emergency Information Card will be allowed to pick up the child.

If a parent, who is not listed on the E-Card wishes to pick up a child, you must first verify their identity and their legal parental rights. A biological parent has legal rights to access their child, unless we have legal documentation restricting those rights (parenting agreements, court orders, etc.). If the relationship to the child is unknown, refer to the "*Non-Custodial Parent's Rights*" Policy and Procedure's verification process.

If there is a legal document/court order in place, parent/guardian(s) may only pick up according to the court ordered schedule. If no schedule is clearly stated in the document or guidance is needed to interpret documents, FA/SP/SM will connect with PFCE.

1. Notify the primary guardian and verify that the documentation on file/received is current and up to date. If outdated, or no documentation is on file, request new paperwork from primary guardian.
2. Inform the primary guardian that based on the current documentation, the secondary guardian must be allowed to pick up the enrolled child, according to the court ordered schedule.

In the event that the child is not picked up after 10-15 minutes of their class session ending and the reason is unknown, staff will begin calling authorized individuals off the E-Card, leaving a voicemail when applicable. If approximately 30 minutes have passed from the initial attempts (approximately 45 minutes from the end of their class session) to reach an authorized individual for pick-up, the Site Manager or designee will contact the Site Manager Lead or their designee to determine if a call to ODHS or law enforcement is to be made.

*Students are not permitted to stay for multiple class sessions. In the case of an emergency, approved accommodations can be made, while maintaining classroom ratios.