



Maple Ridge Childcare Society

SAFE RELEASE & ACCESS POLICY

August 2026

Policy Statement

At MRCS, the child's wellbeing is our main priority which includes ensuring they are released to a designated, safe contact.

Pick Up Person

Unless we are instructed in writing to do otherwise, MRCS will only release a child to the following persons:

- The child's parent(s)
- When applicable the child's custodial parent.
- The emergency contact person(s).

If the child is being released to someone else with written approval, that person will be asked to provide photo identification upon pick up.

We reserve the right to keep a child at the centre if we are not completely certain about any persons who has come to pick up the child and the parent will be contacted immediately.

Custody and Access Agreements

MRCS is required by law to have a copy of the custody agreement on file for families who have an agreement in place. If the parents have agreed to live separately, we will take direction from the enrolling parent. However, without a custody or court order on file at the centre, we cannot deny access to non-enrolling parent.

If custody has not been legally determined and conflict between the parent/guardian and/or other family members is evident, MRCS will only be able to provide care for the child if both parents and/or other family members sign a written agreement confirming details of authorization for pick up and access to information about the child.

If a family has a custody or court order, a copy must be placed in the child's file and details about the arrangement contained in legal documents will be followed at all times.

Alleged Impairment from Authorized Pick Up

It is the staff's legal responsibility, to the extent that is possible, not to release a child to an authorized person who is unable to adequately care for a child. If a staff member believes a child will be at risk, the staff person in charge will:

- Offer to call a relative, friend or emergency contact to pick up the person and child
- Or Contact the Ministry for Children and Families.
- If the person is driving a vehicle, the staff will explain driving under the influence of drugs or alcohol is against the law and staff is obligated to ensure the safety and wellbeing of the child or children and adult.



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- If the person gets into the vehicle with or without the child, staff will immediately notify the police.

The staff person will contact the Ministry for Children and Families if they feel the child is in need of protection.

Unauthorized Personnel Pickup

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the childcare staff. The staff person will contact the parent and obtain parents verbal permission before child is released. The pickup will be written down with the person's name after photo identification is checked to confirm identity.

Safe Release

If, at the time of release, a staff member has reasonable concerns that a child may be in immediate danger or that releasing the child could place the child at significant risk of harm, staff will follow the Centre's child protection and emergency procedures.

The Centre will never physically withhold a child from a parent or legal guardian or prevent a parent or legal guardian from taking the child. However, staff will take appropriate steps to ensure the concern is addressed. The following steps will be taken:

1. Ensure all applicable licensing requirements are followed.
2. Contact the Ministry of Children and Family Development (MCFD) and/or the police when circumstances warrant
3. Document all circumstances and actions taken.

Staff will document the circumstances and actions taken and will cooperate fully with MCFD, police, or other appropriate authorities. The safety and well-being of the child will remain the primary consideration throughout the process.

Child Abandonment Policy

In the rare case that a child is not picked up and a parent cannot be reached, MRCS will take the following steps:

- Ensure the child is safe and well taken care of.
- Contact the emergency contact person(s) within their file.
- If the emergency contact(s) are not available or are unable to care for the child, MRCS will reach out to the Ministry of Children and Family Development (MCFD) for assistance.
- The child will remain in our care until a social worker has arrived on site, identification will be checked, and the child will be released.