



# CITY OF NORTH RICHLAND HILLS CONSUMER HEALTH DIVISION

## REQUIREMENTS FOR RELEASE OF CHILDREN

Recently there has been a change to the North Richland Hills Child Care Ordinance regarding release of children. Below are the new requirements. Please post this notification in an area visible to the public.

### **Procedures for releasing a child from the child care center:**

- Each child's file must include a list of persons allowed to pick the child up from care.
- A unique security code word or number must be assigned to each child
- If an unlisted person is to pick up a child but is not on the list in the child's file:
  1. Parent or guardian must notify the center and provide the name of the person picking up and present the child's unique security code;
  2. The person who picks up the child must provide photo ID to be copied by staff (if no photo ID, child care staff must photograph the person);
  3. The unlisted person must present the child's unique security code;
  4. This unlisted person signs the child out of care for the day.

The intent of this section of code is to protect children from being released to unauthorized individuals. Once a person is added to the file as an individual approved to pick up a child, this procedure will not be required for future pick-ups. Any new individual picking up a child must go through this process to protect the health and safety of children in NRH child care facilities.

