



Sunburst Community Service Foundation ~ Sunburst Mental Health
CHILD DROP-OFF AND RELEASE POLICY

Sunburst office hours are 9:00 am – 6:00 pm all pick-ups or home drop-offs are to happen before 6:00 pm

Parents must be at home to receive children when providers drop the children off at the scheduled time.

In the event the parent/guardian is running late, they must call Sunburst or have an adult from the approved contact list pick up their child.

If the parent/guardian, or approved person is not at home drop-off or contacted Sunburst within 15 minutes of the scheduled drop-off/pick-up time, staff will make every attempt to contact these people within a reasonable amount of time.

If these attempts fail, Sunburst will then call Child and Family Services or the Sheriff’s Office.

Please be aware:

- Providers are legally responsible for the safety of every child, and can be held liable for releasing a child to an unauthorized person.
- Providers can only release a child to those having a legal right to remove a child or someone who was previously authorized by a parent/legal guardian. Children can also be released to civil authorities (i.e., police, paramedics, and child welfare workers).
- Parents can properly “authorize” individuals with an “authorization form” (different from emergency contact form) to permit those persons to pick up their children.
- If a parent tells provider they want a person for whom they have not previously filled out an authorization form to pick up their child, the parent will be asked to immediately provide authorization in writing prior to pick-up.
- The written authorization should include the person’s telephone number.
- Providers will not release to “authorized individuals” without seeing some form of photo identification.
- Provider can deny access to an adult whose behavior presents a risk to a child (intoxicated or impaired individual).

Who Can Pick Up Your Child?

Only adults 18 years of age and older listed on this form will be able to take children from Sunburst’s premises. Relatives other than parents/legal guardians and other designated adults must be listed on the participant’s Form in order for us to allow the child to leave the premises with those persons. In case of a last-minute change or addition, please send a signed and dated note authorizing your child’s release to the new person and including the dates for which permission is given. Email authorization is accepted from a parent/guardian’s email address that we already have on record. Sunburst will not release children to anyone, under any circumstance, other than those stated above. Anyone picking up the child must carry a photo ID. If a parent needs to communicate a change of pick-up plans, the parent needs to fill out a new Authorization To Release form.

Signature: _____ Date: _____
Participant or Legal Representative

Signature: _____ Date: _____
Sunburst Mental Health Representative