

## **Releasing a Child from BEDP to a Non-Parent or Guardian**

In order for a child to be released from BEDP to someone who is not his/her parent or guardian, the child's parent or guardian must authorize the release with BEDP.

**General Authorization:** The emergency contact page and the transportation plan page of the child information form contain space to list people who are authorized to take the child from BEDP. Anyone listed on these pages may take a child from BEDP on any day without further notice from the parent or guardian unless the authorization is revoked.

**Limited Authorization:** Parents may also authorize release on a one-time or limited duration basis by sending a note or email to the program. For a one-time authorization, or authorization of limited duration (e.g., a babysitter picks the child up while the parent is away for a week), the notice should contain the start and stop dates of the release authorization.

**Butler Staff:** Once a child has arrived at BEDP, the child must have written parental permission to be released to a Butler staff person for any reason. This includes, tutoring or after school help, working on a project with the teacher or participating in an after school activity with a teacher.

**Changes in Authorization:** If a parent wishes to add people to or remove people from his/her child's pick-up list, the parent should contact the program to make the change. Phone 617-484-8913, email [pam@bedp.org](mailto:pam@bedp.org) or stop by the desk.

**Non-custodial Parents:** A non-custodial parent who does not have visitation rights should be listed as such on the child information form. In that case, the parent with custody will need to authorize the other parent to take the child from the program as needed.

**Restraining Orders:** If a parent has a restraining order preventing him/her from contact with his/her child, the custodial parent or guardian has a responsibility to contact BEDP and provide a copy of the restraining order to BEDP for the child's folder.

*Please note that anyone who is not a parent or guardian of the child must be authorized by his/her parent or guardian to take him/her from the program, including, but not limited to: grandparents, siblings, other relatives, neighbors, sports coaches and babysitters. If you forget the note and do not have time to email, please call the program. This policy is for the safety of your child.*