

MADISON AREA YMCA

F.M. Kirby Children's Center
54 East Street
Madison, New Jersey 07940

Family Center
111 Kings Road
Madison, NJ 07940

Authorized Pick Up/Court Order Special Situations

Child's Name _____ Class/Grade _____

The F.M. Kirby Children's Center serves children with a wide variety of special authorized pick up/court order situations. In order to assure the safety of all the children at Kirby, we request that you read, answer, and sign the following information. Please remember that you are also responsible for keeping us informed of any changes that occur.

The Kirby Center will be responsible for your child when he/she is in our care. When a child is dropped off directly at the Center, we define "our care" as the person dropping off the child signing him/her into their classroom AND receiving acknowledgment from a caregiver or counselor. When a child comes to the Center directly from school, we define "our care" as the moment the child steps on our bus. Responsibility for your child prior to this time rests with the school while he/she is on their property. Please notify the school of this. We will attempt to visually spot your child on the school grounds, but since our bus drivers are required to stay on their vehicle when children are aboard, we cannot be responsible for your child until the child actually gets on the bus.

Does your child know that they are not to go with the person(s) listed on the court order?

Yes No

We believe it is in your child's best interest that he/she is aware who can pick them up from the center. This enhances the child's teacher or counselor's ability to protect a child from strangers or unauthorized person(s). Children should report to their teacher or counselor if they see any unauthorized person or any attempted abduction.

General Information

When a person(s) fitting the description on the court order either approaches the Center or the child, the main office will be notified. A phone call will be made to the police and the custodial person listed on the registration form. We will bring the child into the Center. All attempts will be made to keep the child safe, while on Kirby grounds or offsite. Offsite can include a field trip, walk, or other location away from the Kirby Center. The safety of the entire group of children must also be considered.

The following documents are required and must be kept updated:

1. Copy of the Court Order/Restraint
2. Recent photograph of the person(s) who cannot approach or pick up your child.
3. Recent photographs of the people who can pick up your child.
4. Recent photograph of your child.

Please answer the following questions:

1. Does your child know that they are not to go with or speak to the person(s) named in the court papers? Yes No

2. Do you know what type of vehicle this person may be driving? Yes No
If you checked "Yes", please describe the vehicle:

3. What do you feel your child's reaction would be should this person(s) show up at the Center?
 Child will start to cry
 Child will go with them
 Other

4. Are there any other special concerns you have concerning this matter?

THE ABOVE INFORMATION WILL BE SHARED WITH STAFF ON A "NEED-TO-KNOW" BASIS.

I have read, answered and agreed to all of the conditions in this policy. I will keep the F.M. Kirby Children's Center informed of any changes that occur.

Parent Signature

Date