

Child Pick-Up Authority



Purpose

This policy sets out a clear framework for child pick-up authority, the setup of learning display areas, integration of UAE-themed curriculum, and individualized support for children, prioritizing their safety, well-being, and holistic development.

The policy complies with UAE Federal Decree Law No. (3) of 2016 Concerning Child Rights and Federal Decree Law No. (51) of 2022 Regulating Nurseries, which mandate that all necessary measures be taken to ensure children's safety and best interests.

Policy Components

1. Management Responsibilities

- EEI management shall uphold the Child Pick-Up Authority Policy and provide parents with a Child Pick-Up Authority Form at registration.
- The designated pick-up authority must be over 18 and possess valid ID (EID or passport).
- Management will verify the completeness of the Child Pick-Up Authority Form and update it promptly as needed.

2. Verification and Communication

- All updates to authorized pick-up persons are to be shared with the child's key team, with copies maintained at reception.
- Management shall directly inform the key team of any changes, immediately removing outdated pick-up authority information to prevent unauthorized access.

3. Record Keeping

- EEI will maintain all child pick-up records for a minimum of 2 years after the child leaves the institution, including a signed Pick-Up Authority Form, ID, and a recent photo of each authorized person.

4. Staff Responsibilities

- All staff shall be trained on the Child Pick-Up Authority Policy, including protocols for unusual circumstances, unauthorized pickups, and safeguarding children's wellbeing.

5. Parent Communication

- The Child Pick-Up Authority Policy shall be communicated at registration, during induction, and within the Parent Handbook to ensure parents understand and adhere to this policy.



CHILD RELEASE CONSENT FORM

CHILD NAME: _____

RELEASE INFORMATION 1 Name: _____ Relationship to child _____ Street Address _____ Cell or Daytime Phone # _____ Persons to whom child may be released other than parents/guardians _____	RELEASE INFORMATION 2 Name: _____ Relationship to child _____ Street Address _____ Cell or Daytime Phone # _____ Persons to whom child may be released other than parents/guardians _____
RELEASE INFORMATION 3 Name: _____ Relationship to child _____ Street Address _____ Cell or Daytime Phone # _____ Persons to whom child may be released other than parents/guardians _____	RELEASE INFORMATION 4 Name: _____ Relationship to child _____ Street Address _____ Cell or Daytime Phone # _____ Persons to whom child may be released other than parents/guardians _____

I, _____ understand that for the safety of my child, the center will not release my child to anyone but the aforementioned for any reason. If there is any question of the identity of any of the above, I understand that the Center may contact me for confirmation.

Date: _____

Signature (Parent / Guardian)