



Closing/Abuse Policy

When a child is not picked up within 30 minutes of contracted pickup time staff will:

1. Make sure that there are at least 2 staff members 18 years or older on premises with child
2. Call parent/guardian
3. Contact emergency backup person
4. Contact any person identified on the information sheet as a pick up person
5. Contact DCF hotline to initiate a referral if unable to locate anyone.
6. Contact the local police department to alert them that a child has been abandoned
7. Remain with the child until DCF responds and/or the child is picked up.

Rev. 8-30-18