

<b>Area:</b>	Disabilities Services
<b>Subject:</b>	DS06 – Parent consent to allow staff from others agencies to sign-out a Head Start student.
<b>Reference:</b>	Title 22 Article 6 101229.1
<b>Policy:</b>	Children who will be picked up by an agency staff member that is not part of the Head Start Program will be given authorization to sign the child out upon written consent of the parent/guardian of the child.

**Procedure:**

Staff will assist parent in completing the Parent Permission to Release Child from the Head Start Classroom to an Authorized Agency form (CF/R-9) during the Child Success Team meeting to plan for the child's attendance in the Head Start Program. It is to be completed if the child is dually enrolled in a different program outside of Head Start requiring transportation be provided by means other than that of the family or those on the Emergency Card contact list of authorized pick up persons.

For example: the child will attend Head Start in the AM class with a one-on-one aide from a Sunny Side school for Autism. This child will take a bus at the end of the Head Start day to the Sunny Side School for Autism to take part in an Early Intervention Behavioral Therapy (EIBT) program on their campus. In this example with the completion of Parent Permission to Release Child from the Head Start Classroom to an Authorized Agency form (CF/R-9), the aide would then be authorized to sign the child out of his/her Head Start center/classroom in accordance with the child's IEP document.

1. Staff will place one copy of this form in the child's education file. A subsequent copy will be stapled behind the child's emergency card that resides in the emergency card binder.
2. Head Start staff will verify the staff member from the named agency that is present on the Head Start campus through means of:
  - a. Photo I.D. with the named agency's logo and name identification or California Driver's License.
  - b. Email/phone call to the agency supervisor, supervising the child's assistant at the agency with supporting photo identification, for example: California Driver's License.
3. After verification of affiliation with agency, the Head Start staff will then allow the agency staff member to sign the child out on "Sing-in/Sign-out" form and take the child to the bus.
4. The child should not be transported in a personal vehicle.

<b>Supervised by:</b>	Master Teacher, Program Coordinator, Director II
<b>Performed by:</b>	EC Permit Teacher, EC Associate Teacher, Master Teacher
<b>Forms needed:</b>	Parent Permission to Release Child from the Head Start Classroom to an Authorized Agency (CF/R-9)
<b>Frequency:</b>	Ongoing