

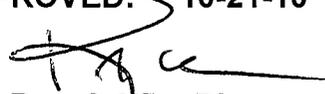


**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
PAGE 1 of 2
EFFECTIVE: 10-01-04
Updated

SUBJECT:
CHILD EMERGENCY CARD

APPROVED: 10-21-10


BY: Ron Griffin, Director

PURPOSE

A separate, complete and current record for each child shall be maintained in the childcare center.

POLICY

It is the policy of the Preschool Services Department that each enrolled child has on file the following: names, addresses and telephone numbers of the child's authorized representative and of relatives or others who can assume responsibility for the child of the authorized representative when the authorized representative cannot be reached when necessary. The legal definition of "authorized representative" is: Any person and/or entity, authorized by law to act on behalf of a child. Such person or entity may include, but is not limited to, a minor's parent, a legal guardian, a conservator, or a public placement agency.

REFERENCE

California Code of Regulations, Title 17 Department of Social Services Title 22, Section 101221, 1012219(b)(5)

PROCEDURE

Because the California mandates stated above, the Preschool Services Department implements the following policies:

1. The child's parent/guardian must provide a home telephone number (if available) and a work phone number (if applicable). A cellular phone number is acceptable. If the parent/guardian does not have a telephone, a message number must be provided (example: the next door neighbor).
2. In addition, the parent/guardian must provide at least three additional names of persons authorized to pick up the child in case of an emergency. State Guidelines define "emergency" as: Parents are immediately notified of illness or injury more serious than minor cuts and/or scratches (101326). The "emergency" may also be that a child has not been picked up from the bus stop or the center within a reasonable time.
3. The telephone numbers of the three additional names must be current and in service. Cellular numbers are acceptable.

4. Pager numbers may be recorded on the emergency card, but they may not take the place of the required regular telephone numbers.
5. The parent/guardian or legally authorized representative should update emergency card every three (3) months and as changes occur. It is recommended that this can best be done at home visits or at parent-center conference.
6. When the parent/guardian calls in to change information on the emergency card (such as new phone number), the new information can be recorded by staff on a sticky note then attached to the emergency card. As soon as possible, the parent/guardian must add the new information onto the emergency card in person.
7. New names of authorized persons to pick up the child must be added to the card by the parent/guardian only. This information cannot be taken over the telephone.
8. Should an emergency occur staff should attempt to first contact the parent/guardian of the authorized representative. If they cannot be reached, then the staff will call the other persons listed on the emergency card.
9. When every attempt has been made to contact the parent/guardian, and none of the persons authorized to pick up the child can be reached, then the staff will call the other persons listed on the emergency card.
10. Reminder: a photo ID is required each time a child is picked up from school or from the bus, including a law enforcement person.