



17 Greenwich Church Road
Stewartsville, NJ 08886
Phone 908-479-6886 • Fax 908-479-4269
www.greenwichnursery.com

Release Policy

1. Children will be released only to the custodial parents(s) or those persons authorized to by the parent/guardian, as stipulated on the GNS Child Release Authorization Form. In case of an emergency, when the parents cannot be reached, the person designated to assume responsibility may pick up the child. A child shall not be visited by or released to a non-custodial parent or anyone else without a written approval including the person's name, address and telephone number. The Child Release Authorization Form shall be maintained on file at the center.
2. If the parent(s), or those authorized by the parents to pick up, fail to pick up a child at the time of closing:
 - A) Supervision will be maintained at all times.
 - B) The parents will be called.
 - C) Authorized alternate contacts will be called.
 - D) Continued attempts will be made to reach the parent(s) and emergency contacts.
 - E) One hour after closing, staff may call the Department's State Central Registry Hotline at 1.877.652.2873 to seek assistance in caring for the child.
3. If the parent(s) or authorized person(s) appears to be impaired:
 - A) The child shall not be released to an impaired individual.
 - B) Attempts will be made to contact the other parent or those designated to pick up the child.
 - C) Failing such attempts, staff members shall call the 24-Hour Hotline above.
4. If the person picking up the child is authorized, but unknown to the staff, GNS staff will request photo identification from the individual to verify written authorization. Written authorization including name, address, date of request and parent signature can be made by fax at 908-479-4269. Verbal and email authorization is not permitted.