REUNIFICATION GUIDELINES

1) Set Up the Reunification Point

Designate 3 simple roles:Gatekeeper (Check-in): checks ID + authorization list

- Runner (Child retrieval): brings child from holding area
- Scribe (Documentation): signs out + tracks who is picked up

Keep children in a holding area away from those picking up.

2) Check-in Procedure (Gatekeeper)

 Verify the adult

- Ask for ID
- Check authorized pickup list
- If unsure → pause and escalate to director/designee

Script:
"Thank you. I'm going to verify authorization and then we'll bring your child to you."

3) Release the Child (Runner)

- Runner confirms: child name + adult name
- Child stays with staff until verified release is confirmed
- Use calm child language:
  "Your grown-up is here. We're going to walk together."

4) Sign Out & Document (Scribe)
Child's name
Released to (adult name)
ID checked? (Y/N)
Time out
Signature
Notes (if anything unusual)

Script:
"Please sign here to confirm pickup. Thank you."

5) If the Adult is NOT Authorized

Do not release the child. Stay calm, firm, and policy-based.

Script:
"I understand you're here for them. I can only release children to adults listed as authorized. Let's call the parent/guardian and director together."

If the adult escalates or becomes unsafe:

- remove children from view
- call admin support
- initiate lockdown if needed