



Miracles & Blessings INC.

Discharge Procedures

Due to DCFS Policy, discharge procedures have to be in your child's file.

Please adhere to the following: Children are expected to be picked up at the end of your work/school day. Reasonable travel time is allowed at the end of your work/school day for child(ren) pick-up, unless prior arrangements have been made. If your child(ren) isn't picked up in the reasonable allotted time, I will try contacting you by phone at least twice. If no response, I will contact your emergency contacts, at least twice. It is very important to keep up-to-date names, phone numbers, and addresses of emergency contacts in your child's file. After an hour of your normal pick up time and no contact have been made, the local authorities such as child abuse hotline or police will be notified.

Print Name

Parent/Guardian Signature

Date

Sha'Keema T Mixon

Provider

In case of an emergency, my assistant, **Diori Austin @ 618-737-8051** will notify parents immediately and parents need to come as soon as possible (asap).