**IMPAIRED PERSONS POLICY**

If a person collecting a child from Promise Early Education Center appears to be impaired either intoxicated, or under the influence of drugs, and classroom personnel feel that the person is unfit to take responsibility for the child, they are to bring the matter to the person’s attention before releasing the child into their care. **Wherever possible, such discussion is to take place without the child being present.** Personnel will contact their Supervisor (if supervisor unreachable outreach will be made to Family Service Manager followed by Education Manger if necessary).

Promise personnel are to suggest that they contact another parent or individual authorized on the emergency form, inform them of the situation and request they collect the child as soon as possible. ***Promise staff cannot prevent a parent from collecting a child, but do have a moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.*** If the person refuses to allow the child to be collected by another authorized individual, staff is to inform police of the situation whether individual is driving or walking, sharing individual’s name and vehicle registration number.

Classroom personnel are to provide family service personnel with written summary of situation and actions taken so that follow-up with family by family services occurs in a timely manner. Family Services Manager to be cc’d on communication from classroom to family services.