

STANDARD OPERATING PROCEDURE (SOP)  
CHILD/YOUTH RELEASE PROCEDURES  
SCHOOLS OF KNOWLEDGE, INSPIRATION, EXPLORATION & SKILLS (SKIES)

1. GENERAL.

A. Purpose. To provide guidance regarding routine release of children or youth to parents, non-custodial parents, and to apparently intoxicated or otherwise impaired parents/adults.

B. References:

(1) AR 608-10 Child Development Services dated 1997.

(2) Fort Campbell Home Alone Policy Letter, dated 7 Apr 04 (available at [www.campbell.army.mil](http://www.campbell.army.mil)).

C. Scope: This SOP is applicable to all personnel assigned, contracted to or doing volunteer service with SKIES *Unlimited* Programs.

2. PROCEDURES.

A. Unless prior written arrangements have been made with SKIES Program personnel, only parent designees shown on FC Form 4177 or on Emergency Designee Form will be allowed to take a child/youth from a SKIES activity. Only in the case of an extreme emergency will verbal arrangements be approved by the Program Director.

B. SKIES personnel should not be used as an emergency designee, nor may employees take a child/youth other than their own from the center. Director may approve exceptions after a patron completes the Disclaimer of Liability for Child Release Designee and indicates the SKIES employee on the required forms.

C. SKIES personnel will verify listing of emergency designees and verify designee identification by seeing a valid picture ID such as military ID or civilian driver's license prior to release of children/youth. An emergency pick-up slip will be completed and kept on file for reference.(Encl 1)

D. Children may not be released to siblings or other children under the age of 13.

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E. School aged children under 13 years of age may not leave the facility unaccompanied. Location of building, traffic and lack of sidewalks prevents children under 13 from walking to and from facility.

F. No parent will be denied access to his/her child/youth including the right to pick up the child or youth from the facility, unless a copy of a custody agreement and/or court restraining order relinquishing such parental rights is on file with the program.

3. IF YOU SUSPECT A PARENT IS INTOXICATED

A. No parent will be denied access to his/her child or youth if the parent appears to be intoxicated.

B. If a parent appears to be intoxicated and intends to operate a motor vehicle, SKIES Program personnel should offer to telephone another source of transportation for parent and child/youth.. Those to contact are:

- (1) Friend of the parent,
- (2) Emergency notification designee listed on child's FC Form 4177
- (3) Sponsor's Unit
- (4) Taxi

C. If the parent still insists upon driving the child or youth home, the caregiver should not attempt to argue with parent or retain the child/youth. The SKIES Program representative should inform the parent that the Military Police (MP's) will be alerted as soon as the parent and child/youth leave. An attempt should be made to obtain a license number and a description of the vehicle for reporting to the MP's.

1 Encl

Reviewed and Approved By:

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JOEY SAMUELS, Director  
SKIES Unlimited Program

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KATY ECCLES, Coordinator  
Child and Youth Services Division

SKI, Child Release SOP (Continued)

Enclosure 1

COMMUNITY ACTIVITIES BUSINESS CENTER  
CHILD AND YOUTH SERVICES DIVISION  
SKIES *UNLIMITED* PROGRAMS  
Fort Campbell, Kentucky 42223-5407

**EMERGENCY PICK-UP/CHILD/YOUTH RELEASE**

\_\_\_\_\_ is authorized to pick-up  
(Name of designee)

\_\_\_\_\_ from \_\_\_\_\_  
(Name of child) (Activity)

Please verify designee's identification by looking at a picture ID card closely.

\_\_\_\_\_  
Signature of SKIES Representative

\_\_\_\_\_  
Date