

# ***Search & Rescue Parent Handbook***

*Dear Parent(s):*

*This handbook has been designed to assist you in preparing for the transport of your minor. We at Search & Rescue understand the sensitive nature of this procedure. We feel it is important to offer you the necessary support and guidance needed during this emotional transition. The information required below will assist our Guides in taking the various steps to create a safe environment for transporting your son/daughter.*

*The following is the outlined communication procedure that Search & Rescue offers. Please read this handbook thoroughly and be prepared to ask any questions that you may have in your next conversation with Sheri.*

- 1) Continuous communication throughout the application and contract process with Sheri (Business Director).*
- 2) Introductory phone call from Lead Guide assigned to your son/daughter's transport 24 hours prior to arrival at your residence.*
- 3) Phone call from Guides after they have located your residence to inform you of their estimated time of arrival so that you can be ready to meet them outside your residence.*
- 4) Personal time set aside for you and the Guides to meet and discuss the necessary procedures and concerns you may have..*
- 5) Update calls from Guides, informing you of your son/daughter's status upon departure of your residence, arrival at airport, and arrival at destination.*
- 6) A faxed copy of the Guide follow- up report at the completion of transport.*
- 7) A faxed copy of the detailed expense report from the transport.*
- 8) Opportunity to evaluate entire transport proceedings on attached form.*

*Upon arrival of the Guides, it is necessary that you can provide the following information to them in a designated area away from your son/daughter's bedroom.*

- 1) Current photo of your son/daughter*
- 2) Letter(s) from Parent(s) that you wish to have Guides present during transport.*
- 3) Information regarding your son/daughter's activities over the last 24 hours.*
- 4) Information regarding your son/daughter's sleeping attire.*
- 5) Information regarding potential weapons available to your son/daughter (i.e. pocket knife, baseball bat, firearms, or other potentially dangerous objects.).*
- 6) Does your son/daughter have any knowledge of leaving today?*
- 7) Does your son/daughter have any alternative or favorite routes out of the house?*
- 8) Is there anything in your son/daughter's room that we need to take with us today?*
- 9) Any other information that you deem necessary at this time.*

*After your conversation with the Guides, you will be asked to awaken and introduce your son/daughter to the Guides in his/her bedroom. During this conversation please inform your son/daughter that they are now under the care of the Guides. Following this introduction it is*

*important that you say your good-byes briefly and then leave the residence. Issues, concerns, and explanations should be covered in the letter to your son/daughter.*

*Please do not return to your residence until the Guides contact you, or the rental car has left the premises.*

*It is important that these guidelines are followed closely to enable this transition to be successful for both the Parent(s) and son/daughter.*

*Again, if you have any questions or concerns, please call Sheri (801.259.3260).*