

CHESSIE, LLC POLICY

Intoxicated or Impaired Adult attempting to Pick-Up Child(ren)

Policy Date: October 2025

Subject: Intoxicated/Impaired Adult attempting to pick up a child at CHESSIE

Goal: To ensure that no child is allowed to leave CHESSIE in the custody of a person who is intoxicated or in a physical or mental condition which may prevent him or her from assuring the child's welfare.

- Only parents or other individuals on the Authorized Child Pick-up List for a given child will be allowed to pick up the child from CHESSIE.
- Any parent or other individual who is intoxicated or in an impaired condition (whether from alcohol, drugs, medications, or a physical or mental condition) that may prevent him or her from assuring the child's welfare must not attempt to pick-up a child from CHESSIE.
- If a CHESSIE staff member or volunteer determines, in his or her reasonable judgment, that a parent or other individual who is attempting to pick up a child from CHESSIE is intoxicated or in an impaired condition that may prevent such person from assuring the child's welfare, then the following procedures shall be followed:
 - The staff member or volunteer will inform the parent or other individual that he or she appears to be intoxicated or impaired and that alternative arrangements must be made for child pick-up;
 - The parent or other individual must immediately contact the child's other parent or another individual on the Authorized Child Pick-up List to pick-up the child. If the parent or other individual is unable, or refuses, to do so, then the CHESSIE staff member or volunteer shall do so; and
 - The staff member or volunteer will try to keep the parent or other individual at CHESSIE if it is safe to do so (e.g., by discussing the child's day) until the child has been picked up by another individual.
- If any parent or other person on the Authorized Child Pick-up List does not comply with this policy and persists in the attempt to pick up a child after being informed that he or she is not permitted to do so, then the CHESSIE staff member or volunteer shall:
 - Advise the individual that if he or she does not comply with this policy that the CHESSIE staff member or volunteer is required to report the incident to the police and to Child Protective Services.
- If the individual still persists in the attempt to pick up a child, then:
 - The CHESSIE staff member or volunteer shall (1) immediately call 911 to notify the police that an apparently intoxicated or impaired individual is attempting to pick up the child, and (2) take any other reasonable measures to ensure the safety of the child.

- If the police arrive at CHESSIE while the intoxicated or impaired individual is still present, the CHESSIE staff member or volunteer will allow the police to determine what further action to take.
 - If the intoxicated or impaired individual leaves with the child, the CHESSIE staff member or volunteer will attempt to get the license plate number of the vehicle and shall immediately re-contact 911 to notify the police that the intoxicated or impaired individual has left CHESSIE with the child.
 - CHESSIE shall report the incident as Suspected Child Abuse or Neglect to Child Protective Services (804-786-8536).
- Any parent or other individual who attempts to pick up a child while intoxicated or in an impaired condition shall not, thereafter, be permitted to pick up any child from CHESSIE and shall be removed from the Authorized Child Pick-up List.
- If any individual attempts to pick up a child while intoxicated or in an impaired condition, CHESSIE shall promptly notify the child’s parent(s) or legal guardians and shall also promptly give written notice to the following individuals:
 - The parent(s) or legal guardians of the child (in addition to any notice given by phone or in person);
 - The person who was intoxicated or impaired and, if feasible and applicable, the spouse of the person who was intoxicated or impaired;
 - The parents or legal guardians of other children, if any, the intoxicated or impaired person was previously authorized to pick up; and
 - Appropriate CHESSIE staff members and volunteers.

By signing below, I acknowledge that I have read and am in agreement with the above policy.

Mother/Legal Guardian:

Father/Legal Guardian:

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____