

Saturday Live Lost Child Policy

- Parents should immediately report lost children to the Information Booth/Lost and Found near the Showmobile Main Stage.
- Anyone finding a lost child should immediately take that lost child to the Information Booth/Lost and Found near the Showmobile Main Stage.

Lost Child Procedures for Volunteers

1. Any volunteer finding a lost child should immediately escort the child to the Information Booth. The child shall remain at the Information Booth until a parent or guardian is present to take possession of the child. The Information Booth Coordinator will not radio volunteers in the park to search for a parent or guardian of a child that is in the possession of the Coordinator.
2. The Information Booth Coordinator shall be equipped with two way radios in order to communicate with the designated volunteers in the park.
3. When a parent/guardian reports a lost child to the Information Booth, the Coordinator shall take note of the following information:
 1. Name, description and contact information for the parent(s), guardian(s) or custodian(s)
 2. The child's name, age, height, weight, hair color, eye color, skin color, gender, clothes worn at time child went missing, last location where child was seen, identifying information of the last person to have seen the child.
4. Once a child has been reported lost to the Information Booth, the Information Booth Coordinator shall radio designated volunteers to begin a foot search for the child.
5.
 - a. For children under ten (10) years of age, if they are not found within 20 minutes of being reported to the Information Booth, then the coordinator shall make an announcement from the Showmobile Stage as soon as the performing group completes their performance.
 - b. For children ten (10) years of age through twelve (12) years of age, the waiting interval before making an announcement shall be 30 minutes.
 - c. No announcement, from the stage, shall be made for children thirteen (13) years of age or older unless the Coordinator determines that there are special circumstances.
 - d. As soon as the Coordinator or the designee deems appropriate, the designee shall also notify the police officer who is working at Saturday Live. The Coordinator shall defer to the Billings Police Department if they issue any orders or directions with regard to a lost child report.

e. The age limit or time limit for announcement may be increased or decreased at the sole determination of the Coordinator if special circumstances exist.

6. Copies of these procedures shall be posted on the Education Foundation website and shall be kept on site at the event. Volunteers will be aware of procedures. Volunteers will be instructed to escort any lost child or lost parent looking for a lost child, to the Information Booth.

7. Nothing in these procedures, or any omission in the execution of these procedures, shall be deemed a contract, legal undertaking or a legal standard for the Education Foundation for Billings Public Schools or Saturday Live. Nothing in these procedures, nothing not addressed by these procedures and no actions taken pursuant to these procedures shall create any legal liability for Saturday Live, for the Education Foundation for Billings Public Schools, nor for any employees, or volunteers of either organization. Further, Saturday Live and the Education Foundation for Billings Public Schools assume no responsibility for checking or assuring that an adult, with whom a child is re-united, is the proper parent, guardian or custodian of that child. **THE PUBLIC IS SPECIFICALLY CAUTIONED THAT NEITHER SATURDAY LIVE, NOR THE EDUCATION FOUNDATION FOR BILLINGS PUBLIC SCHOOLS, HAVE THE ABILITY TO MAKE SUCH DETERMINATIONS.** Anyone attending Saturday Live does so at their own risk and is deemed to assume the risk of such attendance. Any adult who brings a child to Saturday Live assumes the full responsibility for monitoring that child and for assuring that child's safety. At no time does Saturday Live or the Education Foundation, nor any employees or volunteers of either organization assume in loco parentis or any other such authority over children attending Saturday Live.