

To the Parent/Guardian of, \_\_\_\_\_  
\_\_\_\_\_

This letter is to assure you of our concern for the safety and welfare of children attending Tiny Toes Learning Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor's.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:
  - Emergency Relocation A at: **Tiny Toes Learning Center (Back Of Parking Lot)**  
1235 Pocono Blvd  
Mount Pocono PA 18344
  - And Emergency Relocation B at: **Tiny Toes II**  
1 Knob Rd  
Mount Pocono PA 18344

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B).

**If you're not sure how to get there, please ask for directions before there is an emergency.**

- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to 107.9 or 96.7 Radio or WNEP Chanell 13\_for announcements relating any of the emergency actions listed above.

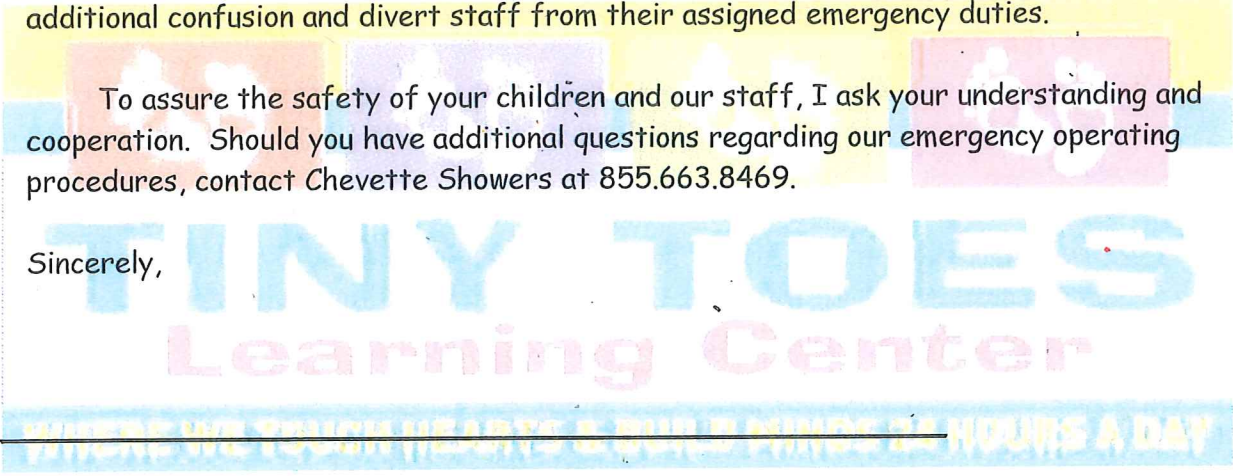
We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. *The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.*

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the child care facility immediately. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if possible. This will only create additional confusion and divert staff from their assigned emergency duties.

To assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact Chevette Showers at 855.663.8469.

Sincerely,



I, \_\_\_\_\_, authorize Tiny Toes Learning Center to release my child(ren) to the person(s) designated. This is in consonance with the Tiny Toes Learning Center Emergency Plan.

Child's Name

Designated Custodian (s), Name, & Relationship

\_\_\_\_\_

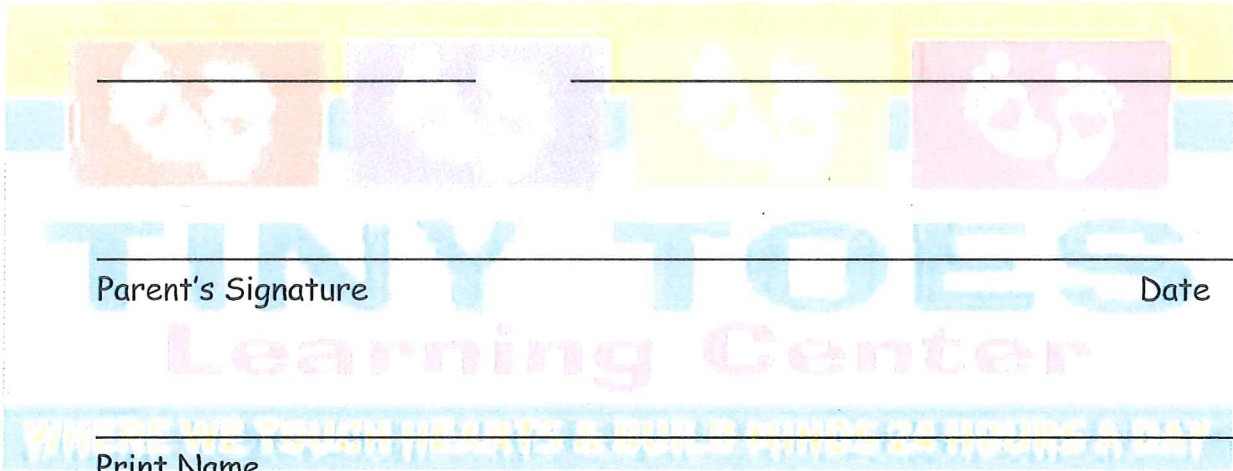
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Parent's Signature

Date

Print Name

Address

Address

(Home Phone)

(Work)

(Cell)

*NOTE: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.  
PLEASE PRINT CLEARLY.*