

To the Parent (s)/Guardian (s) of \_\_\_\_\_:

This letter is to assure you of our concern for the safety and welfare of children attending Wee Friends Pre-Kinder. 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:** Children are evacuated to a safe area off the grounds of the facility in the event of fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor.
- **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.  
Emergency Relocation Facility at Lakeshore Playground
- If it ever becomes necessary to relocate, a sign will be posted on the door stating that we have relocated. If you are 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 building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to WWLTV for announcements relating any of the emergency actions listed above. You can also monitor Class Dojo for important updates.

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 to call in case of 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 Wee Friends Pre-Kinder no later than 1 week that you receive it. 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 in your plans, but I urge you to not attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order 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: Stacey Thiel 504-837-9790.

I, \_\_\_\_\_, authorize Wee Friends Pre-Kinder to release my child(ren) \_\_\_\_\_ to the person(s) designated. This is in consonance with Wee Friends Pre-Kinder's Emergency Plan.

Designated Custodian Name	Relationship

Your Signature:	Relationship	Date:
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Print Name:
Address:
Cell Phone:
Home Phone:
Work Phone:

Child Care Facility Name:	Wee Friends Pre-Kinder
Address:	864 Martin Behrman Ave. Metairie, La 70005
Phone Number:	504-837-9790
Cell Phone Number:	504-261-7747

We will be practicing emergency relocation drills at various times throughout the year. This relocation/Reunification Drill provides a release stating that you as the parent/guardian authorize:

## Wee Friends Pre-Kinder

to take your child off the child care site for the purpose of participating a relocation/and or reunification drill.

The relocation drill may require walking your child to a primary and alternative relocation sites. This permission slip covers your child's participation in emergency relocation drills throughout the year. This will involve leaving the child care facility and safety will be provided for your child.

Child's Name:	
Parent/Guardian Name:	
Parent/Guardian Signature:	
Relocation Site Name:	Lakeshore Playground
Relocation Site Address:	1125 Rosa Ave. Metairie, La 70005