

## ATTACHMENT 5 – COMMUNICATIONS WITH PARENTS/GUARDIANS

*Parents and guardians need to be informed of provisions in the Emergency Plan. This letter will provide the information that they need. A copy of this letter should be given to parents of newly enrolled children, and at least once per year to all parents.*

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

This letter is to assure you of our concern for the safety and welfare of children attending **Footprints in the Sand Daycare**. 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.
- 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 relocation facility at **Hopewell V.F.D. 1401 Gringo Road Aliquippa, PA 15001**
- *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 **WPXI and check Brightwheel** for announcements relating any of the emergency actions listed above.

Families will be notified via Brightwheel with communication that the emergency has ended.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

*You may also reach Kim Schalk (owner/director) at 724-630-3107 (cell).*

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the day care facility no later than **48 hours**. 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 specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

**Parent Copy**  
**Please retain for your Records**

To: All Parents

Re: Safety during Drop-off and Pick-up of children  
(D.P.W. Day Care Regulations 3270.171(b)(c) 3280.171(b)(c))

**Parents shall enter and exit the parking area via Gringo Road, driving slowly and watching for children being accompanied to and from the day care and outdoor play areas.**

The ignition of all cars must be turned OFF and the keys removed from the ignition. NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE.

All children must be accompanied by a parent or designated adult into the child's care area at the facility. While children are in the hallways, or walking to and from their cars, their care and safety are the responsibility of the parent.

The child(ren) will be released only to their parents unless written instructions are received permitting pick-up by another adult. In an emergency, a parent may be telephoned and will document pertinent information regarding an alternate adult picking-up a child. Day care staff will verify this information by a return call to the parent. Identification is required of the specified person picking-up the child before the child will be released from the day care. In the event the day care staff on duty are not familiar with a parent they may require them to also produce identification.

We would appreciate your cooperation with the above outlined procedures. Please keep in mind they are designed with your child's safety and well being in mind. Feel free to discuss these and any other matters with our staff should you have any questions or concerns. Thank you.

***Parent Copy***  
**Please retain for your Records**

## ATTACHMENT 6 – CHILD PICK-UP AUTHORIZATION

I, \_\_\_\_\_, authorize  
**Footprints in the Sand Daycare** to release my child(ren) to the person(s) designated . This is in  
consonance with the **Footprints in the Sand Daycare** Emergency Plan.

**Child's  
Name**

**Designated Custodian (s)  
Name & Relationship**

---

---

---

---

---

---

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
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.*

**Please return**