

## Little People Development Center, LLC

Dear Parents/Guardians,

Providing for your child's safety when they are in our care at LPDC is a major responsibility of the staff. All schools and child development centers are required to have a disaster plan. I am prepared to make prompt and responsible decisions in any situation that could threaten the safety of your child. The need to close the center and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a fire, earthquake or severe storm. At times, communication and/or transportation may be disrupted.

### **Release Policy (in the event of an emergency)**

- No child will be dismissed from the center unless a parent (or individual designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or baby sitter, unless we have written permission to that effect or that particular person is listed on the child's emergency form in our files and is able to identify him/herself. If your contact information changes, remember to call the office to request a new emergency form so that those changes can be made and documented.
- All designated persons that come for children must sign out. We are prepared to care for your child in emergency situations. If you are not able to reach the day care, we will care for your student until designated person(s) arrive. We will be in communication with local emergency services as well at this time.

### **Emergency Evacuation Sites**

Please find listed below the Emergency Disaster site for this center. When we call to alert you of the emergency, our locations are:

Poor Boys Sports  
2 German Hill Road  
Dundalk, MD 21222

Over the next year, your child will be learning the necessary emergency procedures. She/he will learn how to respond, assemble and what to expect in the event of an emergency. If you have any questions, comments, or concerns about our emergency preparations, please call the main line at (410) 240-4378.

Sincerely,  
Priscilla Robinson, Director

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Sign Full name

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Date

