



The Neighborhood Learning Center

EMERGENCY PLAN

To the Parent (s)/Guardian (s) of (child's name) _____ :

This letter is to assure you of our concern for the safety and welfare of children attending The Neighborhood 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:

***Bethany United Methodist Church, 100 W Main St, Purcellville, VA,
540-338-7648***

If it ever becomes necessary to relocate, a sign will be posted on the door.

If you're not sure how to get to the relocation facility, 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.

If any of these protective actions are taken, we will make every effort to promptly notify you, while maintaining the safety of the children and staff as our primary priority. Methods of communication for notification include: phone, text, email, Facebook, and the Center website (www.tnlcenter.com).

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 form designating authorized persons to pick up your child is included with this letter for you to complete and return to The Neighborhood Learning Center. 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.

We realize that emergency circumstances may require changes to your plans, but we 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, we ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact the Director at 540-338-3956.



The Neighborhood Learning Center

CHILD PICK-UP AUTHORIZATION

I, _____, authorize The Neighborhood Learning Center to release my child(ren) to the person(s) designated. This is in consonance with The Neighborhood Learning Center's 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.