

Emergency Dismissal Procedure

Little Hands School

In the event of an emergency situation, such as that presented to us on 9/11, we at Little Hands would like to be ready and proactive in our response and planning in order to meet our family needs, and not frighten any child in our presence. Please follow us and enable us to be accountable for all children and to dismiss, as needed, in an orderly fashion. In the event of a TMI emergency evacuation procedure, we would dismiss some, with as little exposure as possible, and take anyone not picked up to the evacuation site as listed both on our TMI Emergency form and in the blue pages of your phone book.

ALL PARENTS ENTERING AND EXITING THE BUILDING MUST DO SO CALMLY, QUIETLY, AND ORDERLY AS TO ENSURE THE SAFETY OF ALL CHILDREN! PLEASE FOLLOW THE GUIDANCE OF THE TEACHER ON DUTY IN THE LOBBY AREA.

We would ask that all parents enter the sanctuary and remain on your child's side of the building. We will have a sign out sheet and our red emergency manual of signatures on release forms. You may only pick up your own child unless a pick up person and original signature has been noted on your emergency pick-up sheet, and upon sign-out, the signature matches.

One teacher will remain with the children in a circle activity, to keep them calm and in a flow of normal activity. Classroom doors must remain closed and can only be opened by a staff member. The other teacher will escort one child at a time, as needed, to their parent only after they are signed out for accountability purposes. The extra teacher will be in the lobby assisting with traffic flow.

We will not call an early dismissal unless you are contacted and/or notice is posted on the TV stations/websites, WHTM and WGAL. If weather becomes the issue, please call Christina on the cell phone at 495-6784, or the church number at 938-6557. Obviously, if I am at the school with children in class, please do not leave a message for that day at my home number as I will not get it until it is too late (these numbers are 932-2438 and 932-2397). If weather becomes an issue, also check WGAL and WHTM website or TV updates, as Little Hands is listed. While WSSD is primarily in Cumberland County, Little Hands is in York County but as part of WSSD territory, so for TV listing errors, watch under both counties for reassurance of station errors.



Little Hands Nursery & Kindergarten School

Parental Release For Adults To Pick Up Your Child From Little Hands Nursery & Kindergarten School

| Name | Address | Phone | Relationship | Signature of Individual |
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I authorize the teachers and the administrator at Little Hands Nursery & Kindergarten School to release _____ to any of the above people. If I want _____ to go home with any other person, I will notify LHNS in writing at that time. I also understand that if I select any person on this list other than the regular individual/s, I must send a note to inform the teacher.

Parental Signatures:
