



Dear Parents/Guardian:

This letter is to assure you of our concern for the safety and welfare of the children attending The Learning Station. Our Emergency Operations 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.

- Modified Operation, may include the cancellation/postponement of rescheduling of normal activity. These actions are normally taken in case of winter storm or building problems that make it unsafe for students, but may be necessary in a variety of situations.
- Immediate evacuation, where students are evacuated to a safe area on the grounds of the facility in the event of a fire etc.
- In-place sheltering, where sudden occurrences, weather or hazardous materials related may dictate that taking cover inside the building is the best immediate response.
- Evacuation, where total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to 2643 Gateway Drive, State College, Pa 16801.

We will make every attempt to contact you. However, we may be too busy to give everyone a call, so please listen to 95.3 FM, or tune into channel 4 for updated information and warnings.

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

Please fill out the "**Release of Child**" form, and return it right away. This form will be used every time your child is released, so please make sure that you send the person who is designated on your release form.

We strongly 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.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please feel free to contact: Lynda Mussi @ 237 – 5652.



**“Release of Child”  
Contact and Release Form**

I, \_\_\_\_\_, authorize The Learning Station to release my child(ren) to the persons(s) designated. This is in consonance with The Learning Stations Emergency Operations Plan.

Student’s Name

Designated Custodian(s)  
Name and Relationship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person out of State or  
Out of Area

\_\_\_\_\_  
Name

\_\_\_\_\_  
\_\_\_\_\_

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

Relationship

Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

Work

Cell

\_\_\_\_\_  
E-Mail Information

\*Medical Reminders: \_\_\_\_\_