

## *Wee Friends Daycare, LLC*

**Kathleen M. Peter, Owner/Operator**

3213 Wood Avenue  
Burtonsville, MD 20866  
Tel: 240/271-3447  
kmc peter1@hotmail.com  
[www.weefriends.org](http://www.weefriends.org)

June 2, 2020

Dear Parents:

Our child care program's philosophy is to keep your child(ren) safe at all times when he/she is in our care. With recent world events, we have developed an **emergency plan** that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

**Shelter at the site** - This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the daycare and the daycare may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.

**Evacuation to another site** - This plan would be put into place in the event that it is not safe for the children to remain at the daycare. In this situation, we have determined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site.

1. **Site 1** is two doors down and is the home of our neighbor Dawn Griffin whom we have known for over 15 years. The address is 3205 Wood Avenue, Burtonsville, MD 20866. This site would be used if a tree fell on our home/daycare or in the event of a fire.
2. **Site 2** is the Marilyn Praisner Library (0.8 miles or 3 minutes away by car). The address is 14910 Old Columbia Pike, Burtonsville, MD 20866. This site would be used if there was a gas leak or water main leak on our block and we needed to evacuate a few blocks down the road to safety.

In either case, I am able to be reached by phone/text at 240-271-3447 or email at [kmc peter1@hotmail.com](mailto:kmc peter1@hotmail.com).

**Method to contact parents** - In the event of an emergency, parents will be called, a note will be placed on the door, and radio/tv stations will be alerted to provide more specific information if needed. You can also check for information on our website at

[www.weefriends.org](http://www.weefriends.org) or call or text my cell at 240-271-3447. Depending on the distance from our daycare, the children will walk if feasible or be transported to the alternate site.

**Emergency ends/reuniting with children** - when the emergency ends, parents will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents. Please make sure your **Emergency Contact Forms** are up-to-date with all of your current phone numbers and those of anyone authorized to pick-up your child in the event of an emergency.

**COVID-19 or other pandemic-** In cases of pandemic and disaster-related emergencies, we follow the instructions of the CDC at:

<https://www.cdc.gov/childrenindisasters/>

and teach children proper hygiene practices as encouraged by Ready.gov at:

<https://www.ready.gov/pandemic>

The purpose for sharing this information with you is not to cause you concern, but to reassure you that we are prepared to handle a variety of emergency situations that will ensure the safety of your children.

Please take a moment and read, review, plan and pack a family emergency kit for your home. A great deal of valuable information on doing just that can be found at [www.ready.gov](http://www.ready.gov). This includes items to pack in your emergency backpack, games for kids with Pedro the Penguin as he prepares for emergencies and hygiene practices associated with staying well during the pandemic.

Sincerely,

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