

## The Children's Museum Preschool

### Emergency Procedure Instructions/Authorization

In order to comply with State of Connecticut regulations parents are asked to review and sign the preschool Emergency Procedure Authorization form below.

1. Minor Injury

I understand that one of the staff members will administer first aid as needed. The parent/guardian will be informed of the incident upon the child's departure from school.

2. Moderate Injury/Accident

I understand that a staff member who has completed a first aid course will administer first aid to my child. The parent/guardian will be called and informed of the incident as soon as possible.

3. Severe Injury Requiring Emergency Care

I understand that in case of severe injury, my child will be treated by a staff member who has completed a first aid course, 911 will be called immediately, and the parent/guardian will be called as soon as possible.

4. Weather Related/Emergency Procedure

In the event of an emergency all classes will evacuate the building through the emergency exits and meet at the front entrance walkway to the **museum**. All children and staff will proceed into the museum and report to an available classroom. Should an emergency dismissal be required parents/guardians will be called.

In the event children and staff be unable to evacuate the building, they will remain in classrooms away from windows and await further instructions from the Director and/or her designee.

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Parent/Guardian Signature

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Date