Anna’s Child Care and Early Learning  
5222 Mann Road  
Indianapolis, IN 46221  
317.625.6805  
[WWW.MSANNASHOUSE.COM](http://WWW.MSANNASHOUSE.COM)

**Procedures and Practices, including responsible person(s):** No guns or other lethal weapons will be allowed to be brought into the child care home. Parents required to carry firearms as a function of their job will lock firearms in their vehicle before entering the child care setting. In the home facility, all guns will be unloaded, under lock and key, in an area inaccessible to children.

**Communication plan for staff and parents:** Annabel Cooper will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training and with parents during enrollment. Parents and staff will sign that they have read, understand, and agree to abide by the content of the policies. A copy of all policies will be available during all hours of operation to staff, parents. Parents may receive a copy of the policy at any time upon request. Parents and staff will receive written notification of any updates.

Owner – Annabel R. Cooper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff or volunteer)

**OR**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent or guardian) **AND**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent or guardian) of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child) DOB \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_,

have read, understand and agree to abide by the content of the firearms and weapons policies. If parent or guardian, I also agree to inform any person authorized to transport my child to and from the child care home on my behalf of these policies and they will also agree and adhere to these policies even without signing policy consent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of: Parent or Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of: Parent or Guardian /Staff or Volunteer