

Teacher / Caregiver Example Letter

The following letter is an example of a letter to give to your child's teacher or caregiver to let them know more about your child if they tend to wander. This information will help them keep your child safe. The underlined areas are for you to fill in. Be sure to give the teacher/caregiver a copy of your completed Alert for a **Missing Child with a Disability** form along with this letter.

Dear (Teacher or Caregiver Name),

Our child, (Full Name), has a diagnosis of (Name of Condition) and is susceptible to wandering and fleeing. He/She requires close supervision. This letter should provide you with information that can help prevent wandering and a plan for if/when it does happen.

These are things that may cause (Name) to flee:

(List these, such as--parks, buildings, items, etc. that he/she likes, or incidents that could trigger them).

Behaviors that you may notice before my child flees include:

(List these, such as--becoming restless, constantly looking around, physical aggression, etc.).

Should (Name) wander, 911 should be called IMMEDIATELY. We also request immediate parental notification of ANY wandering incident, including incidents where he/she may have wandered within the building. All incidents must be well documented, and include when and how the occurrence took place. I have included a copy of our Alert for a Missing Child with a Disability form that can be provided to police, firefighters, or emergency personnel.

Please be advised that failure to address known, preventable escape patterns and security breaches puts our child at great risk. Please review some things that can help prevent our child from wandering. These include things like clear instructions to our child, physical barriers such as closed doors, furniture or fences, and constant supervision. Anyone who works with our child should be aware of their potential to wander and trained on prevention and what to do if it occurs. De-escalation methods are best in preventing self-injurious behavior (SIB) or fleeing the premises. Calming methods should be facilitated by the staff member most familiar with (Name).

I very much appreciate your help with this! My child's safety is my first concern and I know it is the school's too. I would be glad to meet with you to give you more information to help set up additional safety measures and plans.

Sincerely,

(Your Name and Signature) (Your Contact Information)