

ATTACHMENT 5: COMMUNICATIONS WITH PARENTS/GUARDIANS

To the parent(s)/Guardian(s) of _____

This letter is to assure you of our concern for the safety and welfare of children attending A Kid's Place Drop In Child Care. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- Immediate Evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- Evacuation: Total evacuation of the facility may become necessary if there is danger in the area. In this case, children will be taken to a relocation facility at:
 1. Domenico's Restaurant
 2. Cranberry Township Municipal Building
- Modified Operation: This may include cancellation, postponement, or rescheduling of normal activities. These actions are normally taken in case of winter storms or facility problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to KDKA for announcements relating to any of these emergency actions. We ask that you do not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. Note that the facility director may provide an alternate phone number (i.e. cell phone) to call in case of an emergency.

The form designating person to pick up your child will be included in their file. Please update this form during your child's next stay, every six months, or when changes occur. This form will be used every time your child is released. Please ensure that only those persons on your list attempt to pick up your child.

I specifically 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 your understanding and cooperation with these matters. Should you have additional questions regarding our emergency operating procedures, please contact me at 724-772-3633.

Sincerely,

Loretta Sowa, Director
A Kid's Place Drop In Child Care