

Altogether Friends Child Care Center

This Letter is to assure you of our concern for the safety and welfare of children attending Altogether Friends Child Care Center. Our emergency Operations Plan provides for response to all types of emergencies. Depending on our 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.
- Shelter in Place – Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation** – Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a Relocation Facility at Presentation BVM Church.
- **Modified Operation** – This may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

Please listen to KYW News Radio for announcements relating to any of the emergency actions listed above.

We ask that you do not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it is safe for you to pick up your child.

The facility director may provide an alternative phone number to call in case of an emergency event.

The form designated persons to pick up your child is included with this letter for you to complete and have returned to the day care no later than September 14th, 2018. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

I specifically urge you not to attempt to plan arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

To assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Linda Killion at 215-722-3320.

I have read and understand all emergency plans.

Parent/Guardian Signature & Date

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