

Parent Letter

X/XX/XXXX

Dear Parents/Guardians:

Should an emergency situation ever arise while your child is at our child care center, we want you to be aware that the center has made preparations to respond effectively.

Our child care center has a detailed emergency operations plan which has been formulated to respond to a major emergency situation. Your cooperation is necessary in any emergency.

During an emergency situation:

1. Do not telephone the center as the phone lines will be in use by our personnel to coordinate emergency services.
2. Please plan to report to the Family Reunification Center (Enter Address). Do not come to the child care center unless you have been directed to do so!
3. Students will be kept at the center or at an off campus evacuation point and only released to a parent/guardian or an adult who has been authorized on the Child Care Enrollment form (this form is required to be filled out by parents upon enrollment and updated every six months &/or as needed).
 - a. Parents must be patient with the student release process to ensure the safety of all students.
4. Information regarding an emergency situation will be distributed through radio/television stations, the Child Care Center website, and/or the Child Care Center Facebook page. If necessary, parents/guardians will be contacted directly by telephone (the numbers used will be the ones you provide on the Child Care Enrollment form).
5. Prior to an emergency, impress upon your children who are old enough to understand, the need for them to follow the directions of any child care or emergency personnel in times of an emergency.

Please discuss these matters with your family. Planning ahead will help alleviate concern during emergencies. Should an emergency situation occur, we thank you in advance for your patience and cooperation.

Sincerely,

Name
Child care Center Director/Administrator