

September 1, 2017

To the Parent (s)/Guardian(s):

This letter is to assure you of our concern for the safety and welfare of children attending West Chester Playschool, Inc. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance 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.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate taking cover inside the building as 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 **First West Chester Fire Company at 70 S. Bradford Avenue.**
- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children.

Please listen to WCOJ for announcements relating any of the public emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

The emergency contact form you already have on file provides the individual designated to pick up your child during an emergency situation. This form will be used every time your child is released. Please ensure that only those persons listed on the form attempt to pick up your child.

We 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, we ask your understanding and cooperation.

Sincerely,

Erin Neurohr
Director