

Date: \_\_\_\_\_

To the Parent(s)/Guardian(s) of: \_\_\_\_\_

This letter is to assure you of our concern for the safety and welfare of children attending Kidz Paradise. Our Emergency Operations 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 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 either:
  - Penn's Crossing**  
1400 West Wyomissing Blvd. West Lawn, PA 19609
  - Berks Lanes**  
3190 Shillington Rd. Sinking Spring, PA 19608
- *Modified Operation:* May include cancellation/postponement of 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.

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

The facility director may provide an alternated phone number (i.e. cell phone number, etc.) to call in an emergency event.

**The form designating persons to pick up your child is included with this letter for you to complete and have returned to the childcare center no later than 10 days after enrollment.** 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 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. Should you have additional questions regarding our emergency operating procedures contact **the Director**.

Sincerely

**Jennifer Knee, Director**