



ATTENTION PARENTS!!!!

This letter is to assure you of our concern for the safety and welfare of children attending **Grace Kids Academy, LLC**. 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 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 **St. Christopher's Hospital for Children at 160 E. Erie Ave. & Front St. (215)717-8481**
- ✓ **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 but may be necessary in a variety of situations.

Please listen to **KYW-1060AM or FOX 29 News** for announcements relating any of the 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. **You can use our alternate phone to contact us in case of an emergency (267)784-3576.**

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the day care facility. 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 at **215-455-1234.**

Sincerely,

Grace Kids Academy Administration



EMERGENCY PLAN AKNOWLEDGEMENT

I authorize **Grace Kids Academy, LLC.** to release my child _____ to the person(s) designated. This is in accordance with the **Grace Kids Academy, LLC's Emergency Plan.**

DESIGNATED PERSON	PHONE NUMBER	RELATIONSHIP
1.		
2.		
3.		
4.		
5.		

Signature _____

Date _____

Print Name _____

Address _____

Address _____

(Home Phone) _____ (Work) _____

(Cell) _____

NOTE: Parents and guardians do not need to designate themselves as designated Custodians. Friends, neighbors and other relatives may be designated.

PLEASE PRINT CLEARLY.