



To the Parent or Guardians:

This Letter is to assure you of our concern for the safety and welfare of children attending A Child's First Step II. 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 immediate response.
- Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In case, children will be taken to the Relocation Facility at Younger Days 6405 North Broad Street.
- 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 that make it unsafe for students (such as utility disruptions.) but may be necessary in a variety of situations.

Please listen to (KYW or Local News Channel) for announcements relating to any of the emergency actions listed above.

We ask that you 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's safe for you to pick up your child.

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 center no later than May 1, 2013. 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 duties.