

To the Parent/Guardian of students enrolled at Kidville-Kovar CDC:

This letter is to assure you of our concern for the safety and welfare of children attending the school. Our Emergency Response Plan was reviewed with you upon enrollment and provides for response to all types of emergencies. A copy of that plan is located in the lobby/office area for your review at anytime. Depending on the circumstance of the emergency, we will use one of the following protective measures:

- 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 at the site. In this case, children will be taken to Willow Ridge Assisted Living, 2140 Milton, Rd, 704-405-0730 or KIPP Charter School, 931 Wilann Drive, 704-537-2044. If there is a need to evacuate the general area, we will relocate to: Lady Bug Learning Academy, 2251 Stallings Rd., Matthews, NC, 704-882-1465.
- 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 WSOC TV or Center Voice Mail (last option) 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. *The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.*

Please know that we will evacuate children in the safest manner possible. However, by notification of this letter, your initial and signature of the Family Handbook signature page, you authorize us as a facility to relocate your child(ren) to a safe place in the best manner deemed necessary by the leadership of the effort at the time. This may warrant that normal protocol for safety such as car seats/booster seats, authorization to travel forms, etc. may be compromised for the greater good of getting children to an immediate safe location.

The most current Emergency form designating persons to pick up your child will be used to release your child. Please ensure that only those persons you list on the form attempt to pick up your child. You should update your form routinely anytime a change of status for pick-up is noted.

I specifically urge you **not** to attempt to make different arrangements during an emergency as 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 me at 704-536-7890 or contact the Executive Director at 980-253-7212.

Sincerely,
Center Director