

Stay and Play Before and After School
102 W. Rose Tree Road
Media, PA 19063
610-891-0600 Ext. 101 or 102

August 21, 2017

To the Parents/Guardians of Stay and Play Students:

This letter is to assure you our concern for the safety and welfare of children attending Stay and Play Before & After School Care. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances 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 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 danger in the area. In this case, children will walk with staff to our first relocation facility at the Rose Tree Day School, Rose Tree Road, Media. If this relocation site is not safe we would relocate to Springton Lake Middle School, 1900 N. Providence Road, Media with the help of the RTM Transportation Dept. In event of extreme dire circumstances, we would walk the students to Springton Lake Middle School.
- **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.

We ask that you not call during the emergency. This will keep the main telephone line 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 Stay and Play no later than September 5, 2017. This form will be used every time your child is released in an emergency. 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.

Sincerely,

Diane P. Bullen, Director
610-891-0600 extension 101

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**Emergency Operation Plan
Child Pick up Authorization-2017/2018**

I, _____ authorize Stay and Play Before & After School to release my child (ren) to the person(s) designated. This is in consonance with the Stay and Play Emergency Operations Plan.

Child's Name: _____

Designated Custodian(s) Name:

Relationship

Parent/Guardian Signature

Date Signed

Print Name & Address _____

Mother Home Phone: _____

Father Home Phone _____

Mother Work Phone: _____

Father Work Phone _____

Mother Cell Phone: _____

Father Cell Phone _____

Mother Email: _____

Father Email: _____

Mother Alt. Email: _____

Father Alt. Email: _____

Note: Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.