

**Stay and Play Before and After School**  
**102 W. Rose Tree Road**  
**Media, PA 19063**  
**610-566-4540**

August 2023

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.
- **Lock down:** Imminent danger, threat, student, and staff lock themselves in classrooms and intruder out.
- **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, across the street at the Rose Tree Early Learning Center, 145 W 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.
- **Differently abled:** all accommodations will be made to evacuate differently abled students. Director or Assistant Director will be responsible for escorting child out of the building through Creighton Hall or Room # 123 as these exits do not have stairs and are handicapped accessible.
- **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.

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 11, 2023.** 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,

Marion Boas, Director

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Stay and Play Before and After School  
**Emergency Operation Plan**  
**Child Pick up Authorization-2023/2024**

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.**