

Meadow Brook Child Development Center

Emergency Preparedness Plan Parent Letter

Dear Parent or Family:

During an emergency or a disaster, this center will take every step necessary to protect your child. Protecting your child may pose some unique challenges. Communication often becomes difficult in emergency events. Our facility has established an out of area contact number that you can call if we are evacuated and you cannot reach us.

Name: Sharon Holohan

Phone Number: 703.895.5988

Enclosed is an information sheet about our emergency plans. Please read this carefully.

Please provide us an out of area contact number. This can be a relative or a friend who lives out of the immediate area, preferably at least 100 miles away. We need an emergency card completed.

It is your responsibility to let Meadow Brook Child Development Center know if your situation *changes or any changes need to be made* with the contact numbers or the emergency card.

Thank you for helping us make Meadow Brook Child Development Center a safe place for your child.

Sincerely,

Meadow Brook Child Development Center

I _____ have read and understand all the information concerning the emergency preparedness plan to Meadow Brook Child Development Center.

Signature

Date