

Advent Before/After School Care
1601 Green Lane ~ West Chester, PA 19382
www.adventwc.org 610-436-0138

Dear Before/After Care Families,

This letter is to assure you of our concern for the safety and welfare of children attending our Program. 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.

EVACUATION/EMERGENCY PROCEDURES:

- * In the event of an emergency, the kitchen will be the place of in-place shelter.**
- * Children will be evacuated to the Advent Parish House at 1606 Green Lane; the Chesterfield Condo Community, Valley Market**
- * In the event of an emergency parents will be contacted via telephone.**
- * Parents notified via telephone that emergency has ended and where to pick up their children.**

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 makes it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.

Please listen to KYW New Radio or NBC 10 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. Staff may provide an alternate phone number to call in an emergency event.

Sincerely,