

ReaLife Early Learning Center

3902 West 38th Street
Erie, PA 16506
814-835-5178

To the Parent(s)/Guardian(s) of: _____

This letter is to assure you of our concern for the safety and welfare of children attending ReaLife Early Learning Center. Our emergency 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:

**Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the even of a fire, etc. In case of inclement weather, we may then proceed indoor at Parkside Senior Living.

**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 in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:

** Emergency Relocation Facility A at **Parkside Senior Living 3929 W,38th St.**

** Emergency Relocation Facility B at **West Ridge Fire Department 4775 Sterrettania Rd.**

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to (A or B)

If you're not sure how to get there, please ask for directions before there is an emergency.

**Modified Operations:* May include cancellation/postponment or rescheduling of normal ativities. 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 **All major local TV stations as well as on WCTL Radio (106.3 FM) and Brightwheel** for announcements relating any of the emergency actions listen 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. Emergency forms completed in advance will be used to ensure that only those persons you listed on the form attempt to pick up your child.

We realize that emergency circumstanced may require changes to your plans, but we urge you to not attempt to make different arrangement if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and out staff, we ask your understanding and cooperation. Should you have additional questions regarding our emergency procedures, contact our Director at 814-835-5178.

Sincerely,
ReaLife Early Learning Center Leadership

