

Dear Parent:

This letter is to make you aware of our concern for the safety and welfare of children attending Central **Children's Academy**. Our Emergency Plan provides for responses 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 event of a 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 be necessary if there is a danger in the area. In this case, children will be taken to the relocation facility at **Mt. Sequoyah Assembly, 150 NW Skyline Dr. Fayetteville, AR.** Children will be kept at Galloway Dining Hall (the building directly in front as you come through the front gates) until parents can arrive to pick them up. Please be aware that any person other than the parent picking up the child **must** be on the authorized pick up list and have a valid form of identification. There will also be a notice posted on the entrance to **Central Children's Academy** providing information on the relocation site.
- *Modified Operation*-may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building issues (such as utility disruptions) that make is unsafe for children but may be necessary in a variety of situations.

Please check our website, www.centralchildrensacademy.com, or our Facebook page, **Central Children's Academy** for announcements relating to any of the emergency actions listed above.

We ask that you **not** call our main number during the emergency. Our staff will contact you, or other emergency contacts identified by you, in the event the children and staff are relocated or if there are any injuries. The contact with you, or the other emergency contact, will be at the numbers provided by you. We encourage you to periodically update the contact information to ensure we have you listed correctly.

You may call 918.541.5469 to reach a member of our staff. We ask for your patience in that effort since we will be ensuring the safety of all the children and will take calls as they can be received.

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.

A copy of our emergency operation procedures may be viewed at any time at our facility. It is located in the director's office. This plan is updated on an annual basis, as is required by our licensing agency.

Sincerely,

Kimberly Brumley, Director
Central Children's Academy