



September, 2016

Dear Parents,

At our Preschool, one of the highest priorities for our children is their safety. We regularly observe the classroom and building environments to assure the children will not get hurt. We practice fire drills and safety drills on a monthly basis so that the children are accustomed to the routines occurring when they hear the bells. A missing child protocol is also a part of the preschool's safety plan and drills are practiced by the staff. This safety drill plan includes:

- identifying a secure area of our building (stage area in Fellowship Hall) where we would evacuate to if we were not able to leave the building;
- identifying a secure area of our building (choir area at the front of the church sanctuary) where everyone would gather to facilitate quick dismissal to families; and
- identifying an alternate site (Public School 29 at the corner of Victory Boulevard and Slosson Avenue) should we need to evacuate our building to another site.

Should events require us to put into place any of these evacuation procedures, signs would be posted on the courtyard doors (where you always enter) to direct you to where you would pick up your child.

This would be a good time for each family to up-date the names of people who are given permission to pick up your child. After reviewing our policies with a parent who specializes in this field of safety, we have been advised that this is one of the most important facets of this plan.

❖ ***Therefore during an Actual Emergency Dismissal, all persons picking up children, including parents, will be required to show a picture ID.***

**There will be absolutely no exceptions to this rule.
We need your understanding and cooperation in this matter.**

Please rest assured that your child's safety continues to be a most important priority to every staff member at Castleton Hill. Should you have further questions, please don't hesitate to speak with myself or your child's teacher. Thank you.

Yours truly,

Betty Jane Bullen
Director