

Letter to Parents/Guardians

Dear Parent/Guardian,

In the event of an emergency situation, Springing Up CDC/Cornerstone Academy has outlined the below response plan. Please know that Springing Up CDC/Cornerstone Academy will make every attempt to notify you so it is vital that you keep your emergency contact information up to date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation/Relocation

- If the emergency is confined to the immediate area at the Springing Up CDC/Cornerstone Academy, e.g., fire, and the children cannot stay on the premises, the children will be taken to Raymore City Hall, located at 100 Municipal Cir. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g., flood, and the children cannot remain in the immediate area, they will be transported to a relocation site specified by local officials. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
- Please sign the attached authorization for emergency care and transportation.

Emergency Care

- In the event that a child, or all children are in need of a physical exam or emergency care, the child or children will be transported to Children's Mercy South, located at 5808 W. 110th St. Overland Park, KS where they will be examined by a physician and you will be notified.

Notification

- Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
- Information about the event can be obtained through TV station and/or radio stations and on our web site at springingup.com.

Emergency Supplies

- We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, one day supply of diapers (if necessary), one day supply of formula (if necessary), a few family photos and a comfort item like a teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assured that Springing Up CDC/Cornerstone Academy staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Mariann L. Blach
Owner/Director
Enclosures

Authorization for Emergency Care and Transportation

Name of Child _____

If, at any time, due to such circumstances as an injury or sudden illness or other unforeseen emergency, medical treatment is necessary, I authorize Springing Up CDC/Cornerstone Academy to take whatever emergency measures they deem necessary for the protection of my child while in their care.

I understand that a natural or deliberate disaster or emergency may result in the need for my child to be transported to another location for safety.

I understand that this may involve contacting a doctor, interpreting and carrying out his or her instructions, and transporting my child to a hospital or doctor's office, including the possible use of an ambulance.

If possible, the hospital I prefer my child be transported to is _____
located at _____.

Or the doctor contacted will be (Doctor's Name, Address, and Phone number)

_____.

I understand that this may be done prior to contacting me, and that any expense incurred for such treatment, including ambulance fees, is my responsibility.

Parent/Guardian Signature

Date

Springing Up CDC /Cornerstone Academy

Name of Licensed Child Care Facility

Date