

Dear Parent / Guardian:

In the event of an emergency situation Ashland CCDC has outlined the below response plan. Please know that Ashland CCDC 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

1. If the emergency is confined to the immediate area at the Ashland CCDC e.g. fire, and the children cannot stay on the premises, the children will be taken to Ashland Convalescent Center or Kiddie Kingdom. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is 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 Patrick Henry High School or Henry Clay Elementary School. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. 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.
2. Information about the event can be obtained through email and phone calls.

Please rest assure that Ashland CCDC 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,

Crystal Hopper