

July 11, 2018

Dear Parent,

This letter is to make you aware of our concern for the safety and welfare of children attending St. James Kids LIFE. Our Emergency Plan provides for response of all types of emergencies. Depending on the circumstances of the emergency we will use one of the following protective actions:

1. Immediate evacuation - children are evacuated to a safe area on the grounds of our facility in the event of a fire, etc.
2. Shelter in-house - sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
3. 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 our relocation site at Faith United Methodist Church at 9820 W Markham Street. There will be a notice posted on the entrance of the St. James Christian Life Center providing information on the relocation site.
4. Modified Operation - may include cancelled or postponed or rescheduled activities. These actions are normally taken in case of a winter storm or building problems such as utility interruptions that make it unsafe for children to participate.

Please listen to KARK 4 News 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 injuries. We will call the numbers provided by you on your data sheet from registration. We encourage you to update the contact information with any changes to insure we have you listed correctly.

You may call 501-352-3356 (Leah) to reach a staff person. We ask for your patience in that effort since we will be insuring the safety of all the children and will take any calls as they are 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 Plan may be viewed at any time at our facility. It is located inside the office door. The plan is updated on an annual basis, as required by our licensing agency.

Sincerely,

Leah Phelps, Director