



August, 2016

Dear Parents,

The faculty and I have developed complete and safe emergency evacuation procedures for our school.

In the event an emergency dictates that the school must be evacuated and you must pick up your child either here, in Church or at the Ellicott Creek Fire Hall certain precautions must be followed. Serious and complete parental cooperation is necessary to ensure the safety and security of the children. You or an adult you designate must be prepared to show valid photo ID and to sign a release form upon your arrival at the site.

The parent-student handbook details specific information regarding various emergency situations. We recommend that you share this information with those adults you designate to pick up your child/children.

It is also incumbent upon **you** to inform the school of any persons to whom your child/children may **not** be released. Please complete the form below, attach legal documentation when necessary, and return promptly to the school office. This information will be kept confidential. **The bottom form must be returned to the school office by September 9, 2016**

Sincerely,

Mrs. Jenny Bainbridge  
Principal

**RETURN TO THE HOMEROOM TEACHER OF OLDEST/ONLY CHILD.**

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Student Name(s):

\_\_\_\_\_  
\_\_\_\_\_

Child/children may not be released to: (Legal documentation is on file in our school or please attach to this form)

\_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_