



Confederation Park Elementary Education Through The Arts

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Dear Parents/Guardians:

Confederation Park School has been in the process of developing an earthquake emergency response program over the last few years with the support of the PAC. We are now at the point where we can practice a full, short drill and school evacuation on Friday June 10th starting at 1:30. We recognize that when an emergency occurs parents will be worried and want to be reunited with their child as quickly as possible. To ensure every child's safety and the safety of staff, specific procedures have been established for releasing students.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. Please understand the process will still take some time. We ask for your patience when you arrive to pick up your child.

We will be assembled on the grass field at Confederation Park, west of the school. The children will be in their coloured family groups sitting at one of the 3 goal posts on the field. Each goal post will be marked with their coloured family groups. Children with the last name from A-G are in the red group, H-O are yellow, and P-Z are blue.

1. **Students will only be released to an individual designated as legal guardian or emergency contact** on the student's Emergency Release Form, which was completed in September 2015. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact. - There will be no exceptions. Please confirm that your emergency contact will be able to pick up your child. If they cannot, please fill out a new Student Release Request Form with the name of the contact who will be picking up your children on June 10th and send it to the office. If your child is not picked up, they will remain in their coloured family group until 3:02pm. At that time, they will be dismissed from their classrooms.
 2. **Valid identification is required to pick up your child.** This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies in the event of a real earthquake.
 3. **You will be required to sign for the release of your child.** This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Do not take your child from the school or evacuation centre without signing for his/her release under any circumstances. You will be signing the release when you pick up your child/children from their coloured family grouping.
 4. **Once you have been reunited with your child, please leave the area immediately.** This is for your own safety and that of our child.
 5. **In the event of a real Earthquake, if you are unable to pick up your child,** he/she will be kept in their family coloured groupings until alternate arrangements can be made. Your child will be supervised at all times.
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