



## PARENT LETTER – COMMUNICATION FORM CRISIS/DISASTER RESPONSE HANDBOOK

APPENDIX A  
V-0816

Dear Child Care Parents:

Please find and review a copy of our Crisis/Disaster Emergency Response Handbook at our website [www.aquarellekids.com](http://www.aquarellekids.com), under Enrollment. Please take the time to read and become familiar with our procedures. With the implementation of this handbook you can rest assured we will do everything we can to protect and care for your child in the event of a crisis or disaster.

With any disaster or crisis, your cooperation is necessary for the following:

- Encourage and explain to your child why the best place for them is at the child care center.
- Explain that if you are unable to pick them up quickly, the child care staff will care for them until you or your emergency contact comes to get them.
- Please do not immediately telephone the child care. Telephone lines will be needed for emergency personnel. Please call the center's out-of-area contact for information or to relay messages during a disaster. Out-of-area contact: 407-2591224.
- Listen to Z88.3 FM and 1650 AM radio for updates.
- Provide an emergency/comfort kit for your child.
- Include an out-of-state contact number for your family with your kit.
- Provide a 72-hour supply of any medication or medical supplies/equipment that your child may need.

The child care staff will care for your child until you or your designee is able to reach them. Be sure to keep your child's emergency release card updated. Children will only be released to those specified by you on their card. We will also utilize the phone numbers on the emergency release card should we need to re-locate to our alternate site.

If local telephone lines are unavailable, utilize your out-of-state contact number for information. If possible, we will call that number to give information on your child and to see if you have left any information for us.

If children and staff are evacuated from our facility, our alternate site location will be **Sawgrass Bay Elementary**.

We encourage you to familiarize yourself with the Crisis/Disaster Response Handbook posted on our website [www.aquarellekids.com](http://www.aquarellekids.com), under Enrollment. Thank you for your attention to this matter. Please feel free to contact the child care if you have any questions regarding our crisis/disaster response handbook

Keeping your children safe,

Lisbel Rodriguez  
Director



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I have received information regarding your child care facility's out-of-area emergency contact and your Crisis/Disaster Emergency Response Handbook.

I understand that your child care facility has established policies to respond appropriately to a disaster.

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

Please provide the following information for our emergency records:

Child's name: \_\_\_\_\_

Child's out-of-area contact (*100+ miles away*): \_\_\_\_\_

Emergency contact (*friend, family or loved-one*): \_\_\_\_\_

Local contact (*the "nearest" acquaintance*): \_\_\_\_\_