

Lampeter-Strasburg School Age Child Care  
P.O. Box 428, Lampeter, PA 17537  
717 464-3384

To Lampeter-Strasburg SACC Parents,

This letter is to assure you of our concern for the safety and welfare of children attending Lampeter-Strasburg School Age Child Care, including plans to meet the unique needs of children with disabilities and children with chronic medical conditions. Our Emergency Operations Plan provides for response to all types of emergencies and situations. All staff are trained on our emergency plan at hire/rehire and again annually. Emergency drills are conducted and recorded annually, fire drills conducted every 60 days and testing alarms every 30 days.

- *Immediate evacuation*- children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- *In-place sheltering*-sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *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 the Lampeter United Methodist Church (1651 Book Road, Lancaster, PA 17602-corner of Book and Village Rd.)
- *Modified Operation*-may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but could be necessary in a variety of situations.
- *Accommodation for children with special needs*- Children with special needs will be assisted as needed based on their individual instructions.

**Notification will be made through the Lampeter-Strasburg phone system, announced on local radio and television stations, and posted on the website.**

**We ask that you not call during the emergency.** This will free the main telephone line to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation, and it's safe for you to pick up your child.

The facility director may provide an alternate phone number to call in an emergency. The emergency contact form you signed upon registration and updated every six months will be used to call you in an emergency and to identify people you have designated to pick up your child. Do *NOT* attempt to make different arrangements during an emergency. This will only create confusion and divert staff from their assigned emergency duties.

Lampeter-Strasburg School Age Child Care contingency plan follows the school district's plan and is web-based. All staff, children, financial records, payroll, business documents, etc., can be accessed anywhere via the Internet.

We ask for your understanding and cooperation to ensure the safety of your children and our staff. If you have additional questions regarding our emergency operating procedures, contact Melanie Henry (SACC Director) at 464-3384.

Sincerely,

SACC Director

**CHILD PICK-UP AUTHORIZATION --Please return this form with registration.**

I, \_\_\_\_\_, authorize **Lampeter-Strasburg School Age Child Care** to release my child(ren) to the person(s) designated on the *Emergency contact form* I signed upon registration and update every six months. This will be used to call me in the event of an emergency and to identify persons I have designated to pick up my child(ren). This is in consonance with the **L-S SACC** Emergency Operation Plan.

Children's Names

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

**Your Signature**

Relationship

Date

\_\_\_\_\_  
Print Name

Phone number: \_\_\_\_\_

Work number: \_\_\_\_\_

NOTE: Parents and guardians should designate themselves on the Emergency Contact Form as the person to whom their child may be released. Friends, neighbors, and other relatives may also be designated on that form.

**SCHOOL AGE CHILD CARE HANDBOOK POLICIES**

Please review the SACC Handbook, located on the L-S website under the parent tab, with those children attending SACC. Should you have any questions, please do not hesitate to contact the SACC director for further clarification. It is important that students and parents are aware of our expectations so that Lampeter-Strasburg School Age Child Care can be a safe and healthy place for students and staff.

- We / I do \_\_\_\_\_ do not \_\_\_\_\_ give permission for our / my child to be photographed and interviewed in conjunction with SACC related events / activities and give permission for the photographs and interviews to be used in district and local multimedia publications.
- We understand that positive behavior is the expectation; poor behavior including negative remarks and/or bullying will not be tolerated.
- We have read & discussed the **Lampeter-Strasburg School Age Child Care Handbook** and understand the SACC expectations, policies, and procedures.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

**MID YEAR REVIEW**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_