



St. Genevieve Catholic School

“Where Everybody Is Somebody”

April 2019

Dear Parent/Guardian,

Saint Genevieve School has in place a Crisis Plan that will be utilized, if necessary. In an attempt to be as prepared as possible in case of an emergency, information requested from you needs to be submitted by Friday, September 6, 2019. Please read and address the following:

- Provide the class parent when he/she contacts you with your work number, cell number and home number. **It is your responsibility to inform all parties of a change in numbers.** This should be done immediately following a change;
- Complete the bottom section of this paper. In case it is necessary to evacuate the building and students are dismissed from another location, the information you provide below will allow us to release your child to another parent that you designate. This form must be returned by **Friday, September 6, 2019;**
- The Jewish Educational Center is the site to which we will bring our students in case the need arises to evacuate;
- In case of a building/classroom lockdown, parents/guardians **WILL NOT BE PERMITTED** to enter the building and/or pick up a child/children until the lockdown has been lifted by the proper authorities.

Thank you for your immediate attention to all requests made. We will be practicing classroom and building lockdowns, as well as an evacuation in the very near future. If you have any questions, please contact me.

Very truly yours,

Dr. Anika Logan, Principal

ACADEMIC YEAR 2019-2020

In case of an evacuation/emergency and I cannot pick up my child/children, the following person/persons may take my child/children with them.

_____	_____	_____
NAME OF STUDENT	GRADE	
_____	_____	_____
Name of Person (print)	Name of Person (print)	Name of Person (print)
_____	_____	_____
Signature of Parent/Guardian	Print Name of Parent/Guardian	
_____	_____	_____
Home Phone	Cell Phone	Work Phone