

5/31/2024

Dear Parent / Guardian:

In the event of an emergency, Capitol Kids Development Center, LLC, has outlined the below response plan. Please know that Capitol Kids Development Center, LLC, will make every attempt to notify you so it is vital that you keep your emergency contact information up to date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

1. If the emergency is confined to the immediate area at the Capitol Kids Development Center, LLC, e.g. fire, and the children cannot stay on the premises, the children will be taken to Missouri Electric Cooperative. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to Jefferson City Jaycees Fairgrounds. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio stations,
KJLU 88.9
KAT Country 94.3
KJMO 101.5

Emergency Supplies

1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assured that Capitol Kids Development Center, LLC staff will always remain with and care for the children during an emergency to ensure the children's safety. Any non-ambulatory special needs children will be evacuated by the teacher/cook carrying them out of the building to a safe location.

As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Paula Stallings,

Owner/Director

Emergency Contact Information

The daily attendance sheets are located at the entrance of the building and in the office. All emergency supplies are included in the backpack to be used if needed.

Name of Child _____

If at any time, due to such circumstances as an injury or sudden illness or other unforeseen emergency, medical treatment is necessary, I authorize Capitol Kids Development Center, LLC to take whatever emergency measures they deem necessary for the protection of my child while in their care.

I understand that a natural or deliberate disaster or emergency may result in the need for my child to be transported to another location for safety. In the event that there is an evacuation, locally, the children, staff and director/owner will be located to the Missouri Electric Cooperative, 2722 E. McCarty St. Jefferson City, MO 65101. In the event that we must evacuate to another part of the city, the children, staff and director/owner will be located at the Jefferson City Jaycees Fairgrounds, 1445 Fairgrounds Rd. Jefferson City, MO 65101.

I understand this may involve contacting a doctor, interpreting and carrying out his or her instructions, and transporting my child to a hospital or doctor's office, including the possible use of an ambulance.

If possible, the hospital I prefer my child to be transported is located at: (address)

or the doctor contacted will be (include doctor's name and address):

I understand that this may be done prior to contacting me, and that any expense incurred for such treatment, including ambulance fees, is my responsibility.

Parent/Guardian Signature

Date

Capitol Kids Development Center, LLC

Date