



summit schools
brilliant beginnings, bright futures

Informational Letter to Parents

To: Parents/Guardians of Students of Summit Schools
From: School Director
Re: Emergency Procedures

Summit Schools has developed an Emergency Response Manual that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and well-being of your child/ren in the event of a crisis.

In most emergencies your child/ren will remain and be cared for at Summit. In the rare event of an emergency that prohibits reentry to the building (such as broken glass or water main, a fire or toxic chemical spill) students will be accompanied to our predetermined alternate site.

We ask that you follow this procedure if you hear of any school emergency:

1. Check Summit's website, Facebook, Remind.com texts or your email for updates.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines and these must be used to respond to the emergency.
3. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.**