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July 27, 2017

Dear Bala House Families and Caregivers:

This letter is to assure you of our concern for the safety and welfare of children attending Bala House. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- **Immediate Evacuation:** Students 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 Bala Cynwyd School for Young Children at 11 St. Asaph's Road, Bala Cynwyd, PA. This facility is located across the street from the Church of St. Asaph's grassy field.
- **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 (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

In the event of an emergency, you will:

- Receive an email from Bala House via Constant Contact
- Find up-to-date closing and delayed opening messages on the:
  - Bala House answering machine
  - Bala House website
  - Radio station KYW 1060 AM (our school number is 3146)
  - TV stations Channel 10, Channel 6 and FOX 29 News

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

The Emergency Contact Form, designating persons to pick up your child, will be used every time your child is released. Please keep this form current and accurate and make sure your cell phone numbers are included. Please ensure that only those persons you list on the form attempt to pick up your child.

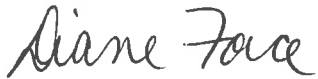
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*At Bala House young children discover themselves as creative, independent learners in a diverse, supportive Montessori environment.*

I specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures please contact me at 610-664-6767.

Sincerely,

A handwritten signature in black ink that reads "Diane Force". The signature is written in a cursive, flowing style.

Diane Force  
School Director