



“Because we honor families, we weave a fine fabric of security and acceptance for the children in our care.”

Dear Parents:

Detailed below is important information regarding our emergency procedure plan. It includes evacuation sites, TV Channels and Radio Stations that would announce when our Center needed to close. I encourage you to keep this information handy in the event that you would need it. Our emergency plan includes the following:

- In case of an emergency, which requires the Center to close, please turn your TV or radio to one of the stations listed below:

TELEVISION STATIONS	RADIO STATIONS		WEB SITES
Channel 3 WKYC	640 AM WHLO	99.5 FM WGAR	www.wkyc.com
Channel 5 WEWS	1100 AM WTAM	100.7 FM WMMS	www.newsnet5.com
Channel 8 WJW Fox	1350 AM WARF	103.3 FM WCRF	www.fox8cleveland.com
Channel 19 WOIO	90.3 FM WCPN	104.9 FM WCLV	www.wtam.com
Channel 23 WVPX	96.5 FM WAKS	105.7 FM WMJI	www.wmvx.com
Channel 25 WVIZ	98.1 FM WKDD	106.5 FM WMVX	www.wmji.com
Channel 43 WUAB			www.wgar.com
			www.kisscleveland.com
			www.wmms.com
			www.640whlo.com
			www.wkdd.com
			www.sportsradio1350.com

- Fire and tornado drills are conducted on a regular basis.
- We have fire and evacuation routes planned and posted in each classroom. An alternate route is posted as well. Tornado areas are designated for each classroom and Wesley Hall.
- In an extreme emergency, all children will be taken to the basement if it is advisable that we remain in the building. When appropriate, they will remain in their classrooms.
- If the building must be evacuated, emergency personnel would determine an evacuation site. Tune to the TV station listed above for notification of site. Three possible sites would be the Fairview Hospital Wellness Center, 3035 Wooster Road, West Shore Child Care Center located in the West Shore Unitarian Church, 20401 Hilliard Blvd. or Rocky River Memorial Hall, 21016 Hilliard Blvd.
- The Center or classrooms have the following “emergency items”: emergency lighting, battery operated radios and lamps, water, blankets, diaper bags with supplies, first aid kit, activities/books for the children and food.

Safety and security are hallmarks of quality care. I want to assure you that our Staff will be diligent in taking care of your child in all situations. We are committed and prepared to do our very best on their behalf. We will only close our Center when necessary. If you have any questions, please feel free to contact me.

Sincerely,
Valerie Norris, Director