



# Annual Evacuation Drill

## Friday, September 26th (for all classes)

Your children are in safe, trained hands

By including staff, parents and children in our drills, we can handle any emergency together. Drop-off times and procedures (on campus) are the same as usual. During the morning session, please be prepared to pick your child up at Mary Meade Park. Following pick-up, you can drop your child off at Montecito for lunch and afternoon classes on Evacuation Day (campus hours are still 7:30 am to 6:00 pm).

### Pick-up Procedure:

Pick-up is fast when parents pick up from their cars and do not walk in. There will be 2 pick-up locations at Mary Meade Park. 1. The first is the main parking lot which we will be using as a turn around area (Please remain in your car & do not park in the parking lot). 2. The second will be in front of Mary Meade Park along Fremont Avenue (please remain in your car). The teachers will bring your child to the car and will sign your child out for you (PRINT YOUR NAME INSTEAD OF SIGNATURES FOR SIGN-OUT). Then you may buckle your child's seat belt before leaving along Fremont where you're parked or in the designated buckle up area in the parking lot. Montecito staff will be in both locations to direct traffic and place your child safely in his/her carseat.



#### AM Pick-up Timing

Meadow Room	11:20 to 11:30 am
Pond Room	11:30 to 11:40 am
Forest Room	11:40 to 11:50 am
Garden Room	11:50 am to 12:00 pm

## Guidelines

- Every child will be evacuated once - with their regular class (coordinate with your teachers if your child is in more than one class).
- If your child attends a morning class and you want him/her to attend Lunch Bunch after the drill, you must pick your child up at Mary Meade Park and then drop him/her off back at school. We will have staff here to receive your child(ren).
- If your child remains in Drop-in care/Afternoon Enrichment after lunch, he/she will remain in his/her classroom to be picked up at Montecito.
- Our Drop-In Programs will be provided on these days. If your child attends our Drop-In Programs only, or on T/TH, he/she will participate in either the Friday morning drill, so please speak with your teachers to make that schedule change.
- Before the pick-up, please make sure you have a car tag. If you do not have one, please request one from your teachers.
- Children will only be released at Mary Meade Park.
- Children will not be released to an individual not listed on their Emergency Card. There will be No Exceptions. Make sure your emergency contact brings photo identification.

