

In some emergency situations, students may be relocated to another facility for safety. In such an instance, The Preparatory Charter School incorporates a systematic approach to reuniting students with their parent/guardian. The plan identifies two possible sites for student/parent reunification. Due to the unpredictable nature of an emergency, we will only be able to tell you where the student/parent reunification Site is located at the time of the emergency. This will be communicated to you by the school's emergency notification system.

In order to ensure your child's safety, it is necessary for us to establish some protocols related to picking up your student. Please understand that the reunification process time-consuming so parents/guardians are urged to be patient. We will do everything we can to reunite you with your student(s) as quickly and safely as possible. Therefore, please be advised of the following guidelines when picking up your child from a Parent-Student Reunification Site:

- Upon arrival, please report to the area designated as "Parent Report Point." Staff will greet you and provide you with a student/parent reunification form.
- You will be required to present valid identification. This step is required to protect your child from any unauthorized individuals attempting to pick up your child. The school might be receiving assistance from other outside law enforcement agencies and, therefore, may not know you so please have your ID out at all times.
- Students will only be released to you or an individual designated on the student's Emergency Contact Information. It is critical that the information and phone numbers on your child's Emergency Contact Information are current. We will be using this information to contact you through the school's emergency notification system with the evacuation process and location for picking up your child. Please call your school's main office to update your information.
- You will be required to sign for the release of your child. This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not take your child from the reunification center without signing for their release.
- When arriving at the school any staff wearing an orange safety vest will be able to assist you.

We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your student's safety. You may be jeopardizing your student or another student's safety by not adhering to these procedures.