

Santa Cruz Montessori

Emergency Guidelines for Parents

In the case of an emergency, we will evacuate our buildings if necessary and keep the children safe with us until they can be picked up. Please follow these guidelines:

1. Come directly to school as quickly as possible.
2. Have a plan in place for who will pick up your child from school in the event of an emergency.
3. Only people designated on your emergency form will be allowed to pick up your child.
4. Do not call the school. We will need to keep our phone lines open for emergency services (if the phones are operating).
5. We will attempt to notify you through our Emergency System with any important details. The notification will be sent via text or email if these systems are available.
6. When you arrive at SCM, school personnel will meet you and bring your child to you. You will need to sign your child out.
7. If you are able to stay and help, school personnel can give you instructions on how your support is needed.
8. If it is unsafe to remain at the school, the staff will walk with the children to a safer location. We will leave a sign stating our alternate location.
9. Staff will remain with our students until all of the children have been picked up. We have the resources to feed children and to stay overnight if necessary.
10. Tune in to our local station KSCO 1080 for emergency updates.