

Letter to Parents of New Students

(Date)

Dear Parents/Guardians,

Re: Comfort Kits

As part of this school's emergency management plan, each class has a Grab & Go kit (in a carry bag). These kits are kept in the classroom and are taken by teachers in case the school is evacuated in an emergency or disaster.

In addition to the Grab & Go kits, each class has first aid supplies, flashlights, a radio, class lists, and so on, as well as a separate bag containing individual comfort kits for each child and staff member. We need your help to complete these kits.

Comfort Kits:

1. Label the attached zip-lock bag with your child's name.
2. Add a family photo. On the back of the photo, please print child's name, parent's contact phone numbers, care card number and out of area contact person and phone number. List any allergies, if applicable. (NOTE: if your child requires an Epi-pen™ or special medications, it is parent's responsibility to supply the school office with required Rx for your child (including renewals).
3. In addition to the photo, include the following in this bag:
 - chewing gum (optional) sugarless
 - two peanut-free granola or fruit bars, or other non-perishable, high-energy snack
 - two Band-Aids (suggest with cartoon characters)
 - tissues
 - small personal item (optional)—for example, cards, toy
 - \$ _____ cash to pay for a solar/ foil blanket and poncho (which the emergency preparedness committee will purchase on your behalf) and insert into your child's kit

Everything must fit into *this* zip-lock bag, including the solar/foil blanket and poncho, so please ensure that you have left room for them.

Please return your child's comfort kit to the classroom teacher no later than (date), so that we may include it in the class carry bags. Remember, this small personal kit can make a difference to the well-being of your child in an emergency. If you have any questions or comments, or wish to join this committee, please call the school office or Parents Advisory Committee.

Thank you,

Emergency Management Planning Committee

