



Southern Ute Indian Montessori Academy
Department of Education

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December 7, 2018

Dear Parents/Guardians:

We want you to be aware that the Southern Ute Indian Montessori Academy and Southern Ute Tribe are in the process of making preparations to deal with emergency situations that could occur in or around the school, both during the school day and during after hour activities. At all times, our first priority is the safety of your children, staff and visitors from harm.

While we hope that a natural disaster or other serious event never occurs, our goal is to be prepared. We actively practice fire drills as well as lockdown drills monthly.

In order for our emergency response plans to be effective we depend on the cooperation and assistance of many people. We depend on you as well as parents/guardians to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and staff. Therefore, we ask parents/guardians to observe the following procedures:

IN THE EVENT OF AN EMERGENCY

1. **Do not** telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
3. For accurate emergency announcements and status reports we will provide information through these methods: Remind app and www.suima.org
In the event of an evacuation you will receive instructions on where you should go and how/when you may be able to pick up your children. When appropriate and safe, students will be released to their parents/guardians from these shelter locations. Under those circumstances we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up children, please make sure that you have with you your driver's license or government issued picture identification.

4. DO NOT come to the school unless you are instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. Again, you will be notified of this through : Remind app, www.suima.org, and media bulletins.
5. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
6. Parents and adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
7. Carefully read all information you receive from the school. You may receive updates about your safety procedures from time to time.
8. For the safety of your children and staff we ask that if you come to school during the day that you sign in at the Administration Office BEFORE going to your child's class.
9. If you bring your child to school **AFTER**:
 - 8am- Primary and Elementary
 - 9 AM- Infant/Toddler level,

You must come to the Administration office to sign your child in BEFORE going to your child's class.

10. If you pick up your child **BEFORE**:
 - 3:30 PM- Infant/Toddler
 - 3:15 PM- Primary
 - 3:30 PM Lower Elementary/Upper Elementary

You must come to Administration Office BEFORE going to your child's class.

Thank you for assisting us in our efforts of keeping your children and staff safe. We appreciate your cooperation and support.

Sincerely,

Tristian Benally, RN

Health, Nutrition and Safety Coordinator