

	School 604.496.5115
	OPERATIONS: 604-787-8604
	EARLY LEARNING PROGRAM ❖ DAYCARE BEFORE/AFTER SCHOOL CARE
info@gcamontessori.ca www.gcamontessori.ca	

EMERGENCY / DISASTER PLAN

IMPORTANT: PLEASE KEEP THIS PAGE WITH YOU, DO NOT RETURN IT WITH THE REGISTRATION FORM, THANKS.

The child will need the EMERGENCY SUPPLIES, please make sure he/she brings everything on the first day. **-SEE BELOW FOR THE FULL LIST.**

We are required by law to be prepared, should an earthquake strike or any other disaster while your children are at our childcare facility. A plan had been set in place to make sure that your child will be safe and as comfortable as possible while he/she must wait for someone to take them home. Staff will remain at the facility site or alternative shelter until all children have been picked up, even if this will take several days.

PROCEDURES

- In the case of a Fire and Disaster Emergency, all children and staff will exit the building and assemble at the designated area (Save Place) at **Mary Jane Shannon Elementary School playing field.**
- The Supervisor will be the last person to exit the building and shall make a final review/assessment of all children and make sure that there was nobody left in the classroom or washroom and take the attendance sheet with them.
- Once the children and the supervisor(s) have assembled outside at the designated area, the supervisor will take attendance again.
- Children will be familiarized with emergency evacuation routes and fire/earthquake procedures as we go over them repeatedly, monthly.
- Records will be kept to record the date and time of each fire/earthquake drill (s).
- In case of an Earthquake, children will take cover under a solid table or furniture in assuming a crash position on their knees, head down, hands clasped on the back of their neck and count loud to 60. Earthquakes rarely last longer than 60 sec., and counting may help to calm children.
- In the event of an emergency, (e.g., earthquake, snowstorm, etc.) class may be cancelled so please listen to CKNW 980 or call Christina (604) 787-8604 and or Roshan at (778) 837-1103.

In case of Disaster, we may need to evacuate children to THE SAFE PLACE.

The designated SAFE PLACE is **Mary Jane Shannon Elementary School.**

It is adjacent to GCA facilities, just 75 meters to the west of our facilities at:

10682 – 144 Street Surrey BC, V3T 4W1

School Principal: Linda Chau

Tel: (604) 588-5991 (September to June)

For the months of **July and August**, the designated SAFE PLACE IS: Guilford Childcare Centre
10553- 148 Street, Surrey BC, V3R 3X7

Childcare principal: Jasdip Sadhra

Emergency phone numbers, in the event of GCA Montessori Daycare number (604) 496-5115 is not operational, are:

Roshan (Manager)	(778) 837-1103
Christina Purnomo (Director)	(604) 787-8604
Mr. Basuki	(778) 772-1800

An emergency kit, which is ready and available by the main entrance, will be brought to our SAFE PLACE. It will be checked every 6 months for expiry dates on each item included therein.

As soon as possible, we will contact all parents whose children are at the SAFE PLACE, to let them know what is happening and where they can pick up their children.

EARTHQUAKE & DISASTER EMERGENCY – INDIVIDUAL SUPPLIES REQUIRED

We require the following items to be provided by YOU, the parent and/or the authorized person to pick up your child, and therefore, these emergency supplies need to be brought to our facilities for safekeeping.

Emergency Pack – Zip-Lock bag:

- 1 litre bottle of commercially prepared, sealed, filtered water per child. This will remain fresh for an entire year.
- Please write a loving letter of reassurance and comfort to your child, and place it in an envelope. You may enclose a family picture and a small toy.
- 3 dried food bars (sport, granola, dried fruit bars, etc.) per child.

In addition, GCA will provide, a flashlight, radio and batteries, garbage bags, dried foods, a first aid kit and other necessary emergency items. All staff will be trained and kept up to date with all fire/earthquake disaster practices and procedure.