



PRESBYTERIAN CHURCH

Preschool & Youth Center

9990 Lewis & Clark Blvd.

St. Louis, MO 63136

Office: (314) 868-9600 Fax: (314) 868-1128

Website: TCPreschool.org

09/30/2020

Dear Parents / Guardians:

In the event of an emergency situation, Third Church Preschool, has outlined the below response plan. Please know that Third Church Preschool, will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

If the emergency is confined to the immediate area at Third Church Preschool, ie. fire, and the children cannot stay on the premises, the children will be taken to Grace Chapel Lutheran Church (10015 Lance Dr. St. Louis, MO 63136, telephone # 314-868-3232) or Lewis & Clark Library (9909 Lewis and Clark Blvd, St. Louis, MO 63136, telephone #-314-994-3300). The children and staff will remain at this location while you or your emergency contact is notified of the situation.

If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to North County Recreational Center (2577 Redmond Road, St. Louis, MO 63136, telephone # 314-615-8840). The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.

Key Contact Numbers

1. Administrator/Business Mgr – Kristen Davis – 314-604-3166
2. Preschool Director – Marie Owens– 314-809-0755
3. Curriculum Director– Kathy Kirk – 314-494-5993

Please rest assure that Third Church Preschool staff will remain with and care for the children at all times during an emergency to ensure the children’s safety. As always, please don’t hesitate to contact me if you have any questions or concerns.

Sincerely,

Kristen Davis