

August, 2018

Dear Sacred Heart Parents,

We continue to place an emphasis on our emergency plans for Sacred Heart School. Everything that has been done is with your children's safety and well-being in mind. Part of this plan includes a "care package" for each student. The following list specifies what must be in each care package. I caution you to pay strict attention to what is asked. Additional items will be sent home with your child. Storage space is of great concern so we have limited the items that are to be brought in the care package. Likewise, we are very clear about the packaging for these items. Alternative packaging such as plastic containers, etc. will be sent home with the request to conform to the guidelines. Remember, the key here is to have the items available for students should the need arise, not to see how "extravagant" these care packages can be. We are talking about a 12-24 hour plan to care for your children.

Please prepare a "care package" for each child who attends Sacred Heart School with the following items:

- A family photograph (source of comfort in time of possible crisis)
- Letter of reassurance from parent/s or guardian/s (source of comfort) - one letter in a standard business envelope.
- 3 Granola Bars (NO CHOCOLATE...it will melt in storage)
- Small travel toy (one!) and/or one deck of cards (for entertainment/diversion)
  - Grades 5-8 ONLY - small flashlight (5 inches in length or shorter) with batteries (do not install)
- Sweatshirt
- Sweatpants OR jeans
- Medication that you consider essential to the life of your child (i.e. Inhaler, insulin, anti-seizure etc.) Medication should be accompanied by a note from the parent clarifying dosage and permission to administer. (A doctor's note is preferred, but in an emergency, a parent note will suffice).
- A note from you regarding any allergies/special medical needs of your child we should be aware of in an emergency.

**\*\*\*DO NOT SEND WATER OR LIQUIDS OF ANY KIND. THE SCHOOL HAS PLENTY OF WATER ON HAND.**

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**THE REQUESTED ITEMS ARE TO BE PACKAGED AS FOLLOWS:**

- Sweatshirt and jeans/sweat pants are to be put in a plastic grocery bag
- Inside the grocery bag on top of clothing, a one gallon ziploc bag should be placed which contains the remaining items stated above. The bag must be zipped shut.
- Both the ziploc and the grocery bag must be labeled CLEARLY with student first and last name and grade.
- The grocery bag should be tied closed.
- **No other packaging will be allowed.**

The above requested items will be stored at school until school is out in June of 2016, so please be aware of this when selecting items to send.

**I am asking that parents send care packages to school NO LATER than Monday, August 27, 2018 (the first day of school).**

I sincerely hope that every family will comply with this so that time does not have to be spent following up on families who have neglected their obligations. I would also ask that you adhere to the guidelines above. Care packages that do not conform will be sent home to be adjusted. Thank you in advance for your support of this important project. If you have any questions, please do not hesitate to contact me through the school office.

God bless,

**Mrs. Claudia K. Tice**

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Principal

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**Put your FAITH and your CHILDREN in Sacred Heart School**