

Dear Parents/Guardians,

We want to ensure the safety and well-being of all our students. Please take a moment to review our emergency contact procedures outlined below.

Emergency Contact Procedures

1. In the event of an emergency, we will notify parents/guardians via phone, email, and text message.
2. For your safety, please ensure that your emergency contact information is up to date.
3. In case of dismissal due to an emergency, students will be released to authorized individuals only.
4. We recommend that you have a plan in place for your child in case of unexpected early dismissal.

Contact Information Update

If you need to update your contact information, please contact the main office at (123) 456-7890 or email us at info@schoolname.edu.

Thank you for your cooperation!

Sincerely,
The School Administration