

## Parent Handbook Addendum 1

### Emergency Plan

Bergamo Montessori School has an emergency plan that is updated each year as needed. It involves annual First Aid and CPR training to keep staff updated, annual campus safety checks and annual review with staff to ensure all are aware.

Fire drills are scheduled for every month and staff is practiced in responding to various other threats that would necessitate evacuation or sheltering in place. Emergency supplies are stored and marked on maps included in classrooms' emergency backpacks along with emergency contact numbers and students' individual emergency information.

In the event of an emergency involving 911 contact, we will send families a phone message via emergency notification system. If we must evacuate, we will send information via the same phone system and leave note of our location on white boards or on the doors outside our school entrances.

Day to day security, sign-ins, visitor badges for those other than parents and family members and identification checks at pick up are also a part of this plan. We appreciate the part you play in campus security by supplying us with the student emergency form information and with sign-in and –out procedures. Thank you for your part in helping us to keep our children safe.

---

## Parent Handbook Addendum 2

### School Safety Plan

Staff have generated a plan that includes guidelines for establishing healthy attitudes toward personal space and body awareness at all age levels. We are committed to helping children respect personal boundaries and support this throughout the school, providing children a safe place to grow and safe adults to approach for support when needed.