

ST. MARY'S SCHOOL
735 UNION ROAD
VINELAND, NJ 08360

M E M O

TO: ST. MARY'S SCHOOL PARENTS
FROM: THE SCHOOL OFFICE
RE: EMERGENCY CARDS
DATE: SEPTEMBER 3, 2009

Please be advised that all students from Pre-Kindergarten through eighth grade have an emergency card on file in the office. **The importance of keeping the information on these cards current is crucial.** When emergencies or sickness occur, we are finding that information on the cards is often not accurate. Places of employment have changed, telephone numbers are incorrect, and relatives or neighbors listed have moved. In an actual emergency we would be unable to reach the parents.

Under our Emergency Operations Plan, **every child must have three current and updated emergency cards on file.** In your child's weekly envelope you will find three emergency cards for your child, Pre-K through eighth. **Please fill out three cards for each of your children and return it to school in the envelope the next day, even if there have been no changes from the previous year.** Your cooperation in helping to keep your child/children's emergency information current will guarantee that if a problem or emergency arises we will be able to contact you immediately.

Please fill out the enclosed Health Appraisal form . This needs to be filled out even if you have previously filled one out.

Thank you for your anticipated cooperation.