



École Élémentaire Sunshine Hills Elementary
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October 18, 2018

Today our school joined thousands of other people participating in the "Great Shake Out", as part of our Earthquake Preparedness procedures. In addition to participating in such drills, our Emergency Preparedness Plan also includes doing a yearly inventory of our earthquake bin and acquiring and/or replacing supplies as needed.

In May 2009, the Delta Board of Education, on the recommendation of the District Emergency Preparedness Committee, passed a motion to the effect that schools may now require all parents to contribute \$5.00 per child toward emergency preparedness costs at the school. These funds are to be used to purchase or replace supplies and equipment in the earthquake bin at each school. Keeping our bin well stocked in case of an emergency is an ongoing process.

The funds collected last year have been put towards replenishing food, water and first aid supplies, as well as updating the student ID lanyards and replenishing classroom emergency backpack supplies.

Please fill out the bottom section of this form and return it to your **youngest child's teacher** (or the school office), along with your \$5.00/child contribution. We would like to collect the donations by October 25th, 2018. If you are sending a cheque, please make it payable to Sunshine Hills Elementary.

We also ask that you please log into Parent Connect and double check that your emergency release contacts are up to date. Instructions on how to update your emergency release information are attached.

Thank you for your support with our Emergency Preparedness program. Should you have any questions, please contact me at the school.

Sincerely,

Elaine Greenhalgh
Principal/Directrice



Emergency Preparedness Program \$5.00 contribution.

(If sending a cheque, please make it payable to Sunshine Hills Elementary.)

Family Name: _____

Amount Enclosed: _____

October 2018



Delta School District - Parent Connect

How to Update Emergency Release & Out-Of-Province Contacts

Parent Connect allows parents to add/maintain both **Emergency Release** and **Out-Of-Province** contact information in the case of a major disaster such as an earthquake or flood.

In the case of a disaster, students may **ONLY** be released to those identified as an **Emergency Release Contact** or a **Parent** with picture I.D.

The **Emergency Release** contacts may also be listed as the Contacts on the student's Basic screen.

Emergency Release contacts on this screen are typically people living close to you or the school in order to facilitate picking up the child from the school.

Out-Of-Province contacts are typically those living in another province or another country who can be contacted in case local communication lines (land line or cell towers) are not working. The District would appreciate parents adding/maintaining this information as it's an integral part of the District's disaster plan.

**** Very Important **** If you have multiple students in the district, this information must be added/updated separately on each child's student record i.e., changing your out-of-province information on one child's record will not automatically change this information for all your children.

1. Sign on to Parent Connect
2. Click on the **Basic** tab on the main toolbar
3. Click on the "Emergency/Out of Prov/Other Contacts" button

Emergency/Out of Prov/Other Contacts

We ask that you enter no more than **3 Emergency Release** names and **1 Out-of-Province** name as that is the maximum number of names printed on the student information reports.

The screenshot shows the Parent Connect interface. At the top, there is a sign-in section with fields for 'Sign on Court' and 'Sign on Court'. Below this is a 'WELCOME TO PARENT CONNECT' message. The main area contains a form for student information, including fields for 'Student', 'Grade', 'Address', 'Home Phone', 'Student Cell', 'Locker', 'Medical Numbers', 'Health Details', 'Student #', 'FEN #', 'Home Econ', 'Total Charges', 'Total Expenses', and 'Bus Route Time'. A red circle highlights the 'Emergency/Out of Prov/Other Contacts' button, and a red arrow points to it from the text on the left.



4. Click on the **Edit** button to the left side of a blank line to **add** a new record, or on an existing line to **change** the information:

- **Type**: use the drop down option box to choose the appropriate option for this record; choose either **ER-Emergency Release**, or **OP-Out of Province Contact** (do not enter any records for "Other Contacts")

- **First and Last Name**: enter the persons usual first and last name

- **Relationship**: the relationship as it relates to the child (not to the parent) such as Grandparent, Aunt, Uncle, Family Friend, Father, Mother, Neighbor

- **Full Address**: Include the full street address, City, Province, and Postal Code; if the person lives in the U.S. then enter the State code and Zip Code instead of province and postal code

- **Email**: enter the email address that this person would want us to use to contact them; this could be the person's personal email or work email, whichever they would prefer to use

- **Employer**: enter the name of the persons Employer, if applicable

- **Phone**: up to two different phone numbers could be entered for each person; the phone numbers could be their home, cell or work number; if entering the persons Employer then it may be a good idea to add their work number

- **Overseas Phone**: if this person is living overseas, please put in the overseas phone number instead of using the two regular phone number fields

- Click the **Save** button to update the changes. **If you close the screen or go to another screen before saving, the changes will be lost.**

Be sure to **SAVE** changes

The screenshot shows a web form with the following fields and values:

- Type: ER-Emergency Release (dropdown)
- First Name: Mary, Last: Brown
- Relation: Aunt
- Address: 1234 Somewhere Street
- City: Kelowna
- Province: BC (dropdown), Postal Code: K5T 2P9
- State: (empty), Zip Code: (empty)
- Email: mbrown@emailaddress.com
- Employer: ABC Dairy
- Phone: (555) 555-9823 (Home), (555) 555-6744 (Work)
- Overseas Phone: (empty)

Buttons: Save, Cancel