



École Élémentaire Sunshine Hills Elementary
11285 Bond Blvd
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<https://deltalearns.ca/ecolesunshinehills>
<http://sh.deltasd.bc.ca/home>

October 31, 2023

Dear Parents/Guardians:

Our school will be running our annual Emergency Preparedness Drill on **Thursday, November 9th**. The drill will commence at approximately **2:15 p.m.** As part of this drill, we will once again practice our student release procedures.

We will be releasing all of our students at approximately 2:15p.m.

If you are not able to pick up your child(ren) early please make arrangements to send one of the people listed as **Emergency Release Contacts** on Parent Connect in your place. If you have not already done so, **please go to Parent Connect and ensure that you have the correct details for an Emergency Release designated adult to pick up your child(ren)** (list no more than 3). This includes daycare personnel.

To pick up your child, parents or their emergency release contact must check in with the Student Release Team at the table located at the Gym doors.

Picture ID will be required to confirm with our records. If you are not able to pick up your child, they will be dismissed from their classroom(s) as per usual at 3:00 p.m.

Adults picking up students are asked to follow all directions provided to them by our personnel and to be patient as we try and simulate an orderly and safe release of our students.

Once you have picked up your children please **exit the property immediately**. We ask that you do not stay and utilize play equipment, etc. this day to help us with the success of our drill.

IMPORTANT: Please Note: Students will **only be released to people who are listed as Emergency Release Contacts** in Parent Connect (different from Emergency Contacts) with proper photo ID.

In case of severe weather, the release portion of the drill will be cancelled. Notification of this will be posted on the Sunshine Hills website. <https://sh.deltasd.bc.ca/> on Nov 9th.

Thank you in advance for your support.

Sincerely,

Mme K. Hanlon.
Principal/Directrice

Mme K. Simpson
Vice Principal