Dear Parents and Families:

The well-being of your child is the most essential part of our “curriculum” at Alphabets Preschool Center. There is nothing that is more important that we can do for your child than to keep him/her safe while under our supervision.

In order to do that we are required by New Jersey state licensing requirements to hold monthly fire drills and two lockdown drills per session per year.

Please read the attached information about these drills. I want you to be aware of our protocols and procedures for conducting these safety drills.

Please feel free to ask me any questions or to discuss and exchange ideas with me on these procedures.

Sincerely,

Esther Piekarski
Director

701 Grand Ave., Asbury Park, N.J. 07712 • (732) 775-1582 • Fax (732) 775-6353
Dear Parents and Families;

The safety of your child and all children in our Center as well as the safety of the school staff is very important to us here at Alphabets Preschool Center.

We are required to have one Fire Drill per month and two Lockdown Drills per session per year in order to be in compliance with Licensing Requirements for the State of New Jersey.

By practicing each drill our children will know what to do in the event of an emergency.

We practice our Fire Drill procedures with the children monthly.

We also teach the children what to do during a Lockdown Drill.

The purpose of a Lockdown Drill is to keep the students and staff safe from any danger outside or inside the building. During a Lockdown Drill the doors of the building are locked and each class goes to a safe place in the building until we are sure there is no danger inside or outside of the building. To enable everyone to remain safe, no one is allowed to enter or leave the building until it is determined that there are no safety issues.

During a Reverse Lockdown Drill the fire bells are rung and the children will go to a designated safe building in the neighborhood. In addition to the bells ringing the staff will know that we are having a Reverse Lockdown Drill because those words will be used (ACTIVATE REVERSE LOCKDOWN)
To teach the children about lockdown drills we are using a book written by Carolyn Kisloski called, *Why Are We Having a Lockdown Drill?* It explains the procedure in a way that is on the children’s level and is not scary.

Here are the words in the book in case you want to work with your children at home on understanding this activity:

*There are many different ways to be safe. To be safe in baseball, you need to run fast to get to the base before the ball gets there. To be safe crossing the street, you need to be with a grown up, and look both ways to be sure no cars are coming.*

*To be safe when you ride in a car, you need to be buckled in your seat. To be safe when it’s cold out you need to wear warm clothes.*

*To be safe in the halls at school, you need to walk, not run. To be safe from germs, you need to wash your hands.*

*We learn many rules to keep us safe. We practice fire drills to keep us safe, so we would know what to do if there were a fire. We need to get out of the school quickly and quietly.*

*Another way that we practice being safe at school is with a lockdown drill. It’s sort of like a fire drill, but it is practice for keeping us safe from anything different that might be happening in our neighborhood or school.*

*Maybe there is a person outside that we don’t know, and grown-ups need to learn more about that person. Or maybe a lion has escaped from a Zoo!*
Grown-ups will fix the problem, but they need your help! Everyone has an important job to do during a lockdown or a lockdown drill. Your teacher will tell you exactly what you need to do and where you need to go to stay safe. You have two very important jobs to do during a lockdown drill.

First during a lockdown drill you need to be the best listeners you have ever been for your teacher! Superhero listeners! Your teacher will tell you what you need to do.

LISTEN!

Your teacher has the safest place in the school saved just for you! Besides listening to your teacher, your second most important job is that you will need to be still and silent during the lockdown drill.

BE STILL! BE SILENT!

It may seem like a long time to not move and not talk, but that is your job during a lockdown drill, a very important job.
When you stay still and silent you can be proud that you have helped keep everyone safe!

You are part of your class team. Every one of you has to work together to stay still and silent and safe.

The grown-ups at school want to keep you safe all the time, so we need to practice lots of different things to be sure we know exactly what to do in different situations.
Why Are We Having a Lockdown Drill?

Written by Carolyn Kisloski
There are many different ways to be safe. To be safe in baseball, you need to run fast to get to the base before the ball gets there.

To be safe crossing the street, you need to be with a grown up, and look both ways to be sure no cars are coming.
To be safe when you ride in a car, you need to be buckled in your seat.

To be safe when it’s cold out, you need to wear warm clothes.
To be safe in the halls at school, you need to walk, not run.

To be safe from germs, you need to wash your hands.
We learn many rules to keep us safe. We practice these every day. Every time you do any of the things we talked about, you are practicing being safe.

In school, we practice fire drills to keep us safe, so we would know what to do if there were a fire. We need to get out of the school quickly and quietly.
Another way that we practice being safe at school is with a lockdown drill. It’s sort of like a fire drill, but it is practice for keeping us safe from anything different that might be happening in our neighborhood or school.

Maybe there is a person outside that we don’t know, and grown-ups need to learn more about that person. Or maybe a lion has escaped from a zoo!
Grown-ups will fix the problem, but they need your help! Everyone has an important job to do during a lockdown or lockdown drill. Your teacher will tell you exactly what you need to do and where you need to go to stay safe. You have two very important jobs to do during a lockdown drill.
First, during a lockdown drill you need to be the best listeners you have ever been for your teacher! Superhero listeners! Your teacher will tell you what you need to do.

LISTEN!

Your teacher has the safest place in the room saved just for you! Besides listening to your teacher, your second most important job is that you will need to be still and silent during the lockdown drill.

BE STILL!
BE SILENT!
There is a difference between *quiet* and *silent*. We use quiet voices inside when we talk or when we are in the library.

**BUT-** when we are *silent*, it means there must be no noise at all! None! We need to be still and silent, like ninjas or snowflakes or bananas. What other things can you think of that are silent?
It may seem like a long time to not move and not talk, but that is your job during a lockdown drill, a very important job. When you stay still and silent, you can be proud that you have helped keep everyone safe!

You are part of your class team. Every one of you has to work together to stay still and silent and safe.
The grown-ups at school want to keep you safe all the time, so we need to practice lots of different things to be sure we know exactly what to do in different situations.

Just like we practice walking in the halls, washing our hands before lunch, and following our safety rules on the playground, we need to practice our fire drills and lockdown drills to know what to do to always stay safe.

Stay safe!
Many thanks to...

Thank you for downloading this booklet! I'd love you to follow my blog Kindergarten: Holding Hands and Sticking Together at http://ckisloski.blogspot.com/ or stop by my TpT store (https://www.teacherspayteachers.com/Store/Carolyn-Kisloski).

Carolyn Kisloski