



1231 E. Appleman Road
Kendallville, IN 46755

November 8, 2016

Dear Parents/Guardians:

The safety and welfare of our students and staff are our highest priority at Wayne Center School. We practice safety drills throughout the year to help our students know what to do in an emergency.

We work closely with local authorities to correctly implement these safety procedures. The goals of our training drills are to improve our ability to protect students and staff. These practice drills allow us to evaluate our emergency operation plans and improve our response skills.

In order to protect your child, students will only be released to parents and/or other adults listed on our emergency information sheet in case of an actual emergency.

This letter is just to notify you that as a school we will be practicing various drills throughout the school year. A few of the drills will include fire drills, tornado drills, lockdown drills, and evacuation drills. The dates and times of the drills will not be announced. You would only be notified if there is a real emergency.

If you have any questions or need further information, please do not hesitate to call our school office.

Sincerely,

Jaime Carroll – Dean of Students
Karen Gandy – Principal
Wayne Center School

Maximize Potential in All People Every Day

*Karen Gandy – Principal * Jaime Carroll – Dean of Students*

*Phone 260-347-2548 *FAX 260-347-7172

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