



48 West 74th Street  
New York, NY 10023  
(212) 721-8888 | main  
(212) 721-1547 | fax  
ParksideSchool.org

**2023-2024**

Dear Parents,

The Parkside School has an Emergency Evacuation Plan for our school that includes procedures to be followed if we were faced with an emergency.

Some emergencies may warrant closing the school earlier than normal dismissal time. We will only do this if there is a serious emergency in which the children would be safer at home.

The safety of your child is of prime concern to us during an emergency early dismissal. We need to know where you wish your child to go in such a case. Please complete the Emergency Early Dismissal Form enclosed and return with your other forms. Your decision should be discussed with your child so that he/she is aware of instructions to follow. Please notify Jane Liescheidt when information needs to be updated.

We sincerely hope that the plan will never need to be utilized, but feel that preparation and planning will provide our students and staff with the best protection. Please call me if you have any questions about this plan.

Sincerely,  
Albina Miller  
Leslie Thorne  
Co-Heads of School