



Jon Hedin - Principal

**Louisa May Alcott Elementary School**  
4213 - 228th Avenue N.E. • Redmond, WA 98053-8333  
Office: (425) 936-2490 • Fax: (425) 836-8903

Dear Alcott Parents and Guardians,

Welcome new and returning Alcott families! We are excited to kick off another school year.

We want to inform you about **Alcott's Emergency Preparedness Program (EMPREP)**.

The goal of this program is for students, teachers and staff to be able to live on the school campus for up to three (3) days in the event of an emergency.

In order to cover the costs of these important supplies, we are asking for a **\$10 fee per student**.

We work with the Alcott PTSA to inventory supplies on hand, check for sufficient quantities and ensure water and food supplies have not expired. These supplies include water, food items, ponchos, survival blankets, search and rescue supplies, medical kits and emergency backpacks.

Your contributions help support the safety needs of our children, teachers and the staff, during emergency situations and is greatly appreciated.

You may have already paid this fee when you joined or renewed your PTSA membership. If not, please consider paying this fee at [alcottptsa.org](http://alcottptsa.org) or you may send cash or check in the attached envelope. Please make checks payable to Alcott PTSA.

Please feel free to contact me if you have any questions. Thank you in advance for your contribution.

Sincerely,

A handwritten signature in blue ink that reads "Barbara P. Deming". The signature is written in a cursive style.

Barbara Deming  
Associate Principal  
Louisa May Alcott Elementary School