



PARENT-CHILD REUNIFICATION (PCR) PLAN

Rachel Carson Elementary School

100 Tschiffely Square Road
Gaithersburg, Maryland 20878

WHAT IS A PARENT-CHILD REUNIFICATION?

A PCR is an orderly and efficient process of reuniting children with their parents/guardians after an emergency/crisis which prohibits normal dismissal process from occurring.

Depending on the nature of the emergency/ crisis situation, we may dismiss students directly to authorized adults from our All Purpose Room, the Upper Parking Lot, or our off-campus emergency evacuation site, Quince Orchard High School.

DESCRIPTION OF LOCATIONS FOR PCR

Indoor, on-campus PCR area: All Purpose (AP) Room: **Grades Pre-K -2**; Gym: **Grades 3-5**

Outdoor, on-campus area: Upper Parking Lot

Off-campus PCR area: Quince Orchard High School
15800 Quince Orchard Road, Gaithersburg, MD 20878

If the PCR occurs at RCES, parents will be directed to the doors leading to the AP room and the Gym. If parents have children at both levels, they will be directed to the AP room and a RCES staff member will retrieve the other child(ren) in upper grades.

PROCESS AND PROCEDURES FOR PCR

REUNIFICATION LEADER: Michelle Vaca

REUNIFICATION LEADER (SECOND IN COMMAND): Perri Slosky

All Purpose Room: Grades Pre-K – 2	Gym: Grades 3 - 5
Tami Dollar	Doug Whitman
Patti Connell	Jane Osorio
Tim Aley	
All Staff	

1. Reunification teams will direct you to areas to locate and release students.
2. Look for signs on doors and entrance roads directing parents to designated reunification area.
3. All staff members not involved in instruction or the monitoring of students will assist the Reunification Team with the release of and direction students and parents to and from the reunification area.
5. Procedures at each reunification table:
 - Parent/guardian sign in & present identification
 - Locate current teacher and room using student classroom lists
 - Reunification Team releases student and directs them to the reunification area
 - Student(s) released to parent/guardian
 - Mark reunification complete PCR Form

IMPORTANT POINTS DURING A (PCR)

Help us reunite you with your child as quickly as possible:

- Understand the procedures for how to reunite with your child BEFORE an emergency occurs.
- Have your identification ready to show a staff member – we will not release a student to an adult without identification.
- Your name (or designee) MUST be on a student's Emergency Authorization Form.
- Please follow staff instructions and written signs as you move through the PCR process.