

Dear Camp New York Parents,

Thank you for your continued confidence in us during recent days when [explain situation]. We were able to implement our intruder response plan immediately, and we are pleased to report that the circumstances are resolved; in fact, we are already back to our regular programming. Everyone in our camp community is feeling safe, as they have throughout the experience, thanks to the quick reaction and effusive support of our great counselors. While you will hear personally from your child [(for resident camps, add:) by mail in the next few days] about this event, we wanted to give you advance notice of the status and resolution for your immediate peace of mind.

[Depending on the situation, this next paragraph should include:

Prevention protocols that were in place when the incident occurred

How the response plan was implemented (include partnering with your local law enforcement agency)

Assurance of campers' safety and their *feeling* of safety, that things are back to normal

Lessons learned and changes to policies as a result; also a call to action, if appropriate]

Even with camp in full swing, we are, as always, available to answer any remaining questions you may have. Our additional security measures are a comfort to both campers and staff, as well as to us. Above all, our campers know they are belonging, learning, and contributing in a safe environment, and they continue to thrive here at Camp New York.

Sincerely,

[Name]

Director

Camp New York