

St. John the Baptist School

EMERGENCY CLOSING PROCEDURES

Dear Parents,

In the event of an emergency school closing, it is very important that you discuss specific arrangements with your child ahead of time. We want your child to feel certain about where he/she is to go if an emergency dismissal occurs.

Automated phone calls from the school will be made to phone numbers and emails we have on file for you. In the event of an emergency, we usually only have a short time to prepare to send children home.

Please review the options on the emergency early dismissal plan below and check your choice of procedure for your child. **This completed form should be returned to school on or before the first day of school.** Please complete a form for each of your children.

Thank you for your cooperation with this very important matter.

REMINDERS:

1. There is a maximum of two hour window for pick up from Little Angels on emergency early dismissal days for students who are enrolled in that program, depending on the emergency. ONE CALL NOW will inform you of any changes.
2. Please do not request that the school office make phone calls to you or to a day care provider.

Child's Name _____ Teacher _____

In the event that school should close early during the day due to weather or an emergency, my child will follow the procedure checked below;

My child is to take the bus home.

My child is to take the bus home, but should report to a neighbor's home.

Name of Neighbor: _____

My child is to take the bus to his/her day care provider.

My child is to go to Parent Pick-Up

I have explained these procedures so my child is aware of what to expect.

Parent Signature _____ Date _____