

# *St. John the Baptist School*

## **EMERGENCY CLOSING PROCEDURES**

Dear Parents / Guardians,

In the event of an emergency school closing, it is very important that you discuss specific arrangements with your child ahead of time. In the event of an emergency we usually only have a short time to prepare to send children home. We want them to feel certain about where they are to go if an emergency dismissal occurs.

St. John's uses an automated call system – NOTIFY – to send phone calls, emails and text messages from the school using phone numbers and emails we have on file for you.

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 one hour window (maximum) for pick up from Little Angels on emergency early dismissal days depending on the emergency. NOTIFY will inform you of any changes. THIS IS ONLY FOR STUDENTS WHO ARE ENROLLED IN LITTLE ANGELS.
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 of an early school closing due to inclement weather or an emergency, my child will follow the procedure checked below:

My child is to take the bus home. Bus # \_\_\_\_\_

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

Name and address of Neighbor: \_\_\_\_\_

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

My child is to go to Parent Pick-Up.

My child is to go to Little Angels.

I have explained this plan to my child, and he/she is aware of what to expect.

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_