

School Closing, Delayed Opening, and Emergency Closing Procedures October 2006

In the event of an Emergency School Closing...

1. *First and foremost*, **have a plan** that you and your child have reviewed and understand prior to inclement weather, or any unforeseeable incident. It would be wise to discuss this plan with your child from time to time, as we cannot foresee Emergency Closings. On Emergency Closing days there is **NO AFTER SCHOOL PROGRAM**. Please refer to page 7, paragraph 3 of the School Handbook under *Early Dismissals, Emergency Closings*.
2. *Secondly*, **listen** to the phone chain volunteer when he or she calls you. **Volunteers are calling FOR Saint Matthias School, not FROM Saint Matthias School**. Please do not call the school to verify the information the phone chain volunteer has given you.
3. *Thirdly*, this information will be posted to the St. Matthias website, www.stmatthias.info, and will be announced on the radio on WCTC 1450AM and WMGQ 98.3FM.

IMPORTANT

1. If you have an update to your emergency contact information or new phone numbers, please send this information in writing to the SCHOOL OFFICE before an Emergency Closing occurs.
2. Changes in your plan cannot be accommodated via telephone at the last minute. If there is a possibility of an emergency closing and your plan changes, it is your responsibility to notify each child's teacher that morning via a letter indicating your change. **In the event of a non-weather related emergency closing, the plan you submitted on your pink emergency form in September will be followed.**

In the event of a school closing or delayed opening ...

1. Check the St. Matthias website. www.stmatthias.info
2. **Listen to the radio**. All delayed openings (90 minutes) and school closures will be announced on the radio on WCTC 1450AM and WMGQ 98.3FM. There will also be a recorded message on the school answering machine.
3. In the event of a delayed opening, **Pre-K morning sessions are cancelled**. There is no **Before Care for Pre -K** children. The full day session begins at 9:45AM (75 minute delay).