



Emergency Dismissal Procedures

Dismissals under the best of circumstances are a time when we are very concerned that all children leave the school and arrive home safely. Early dismissals add another level of complexity that makes it very important that we are working well together to be sure that every child gets home safe and timely.

Let me review some important points that should make everything smoother. You may recall that every year emergency forms are filled out by all parents for their children. We ask that you do it every year so that we have the most current contact information and above all that we know what to do when we have an early dismissal.

First, you will be notified by our automated emergency phone system of an early dismissal and the school will post the information time on our school website.

In the case of our young students in **Pre-Kindergarten**, you will need to pick up your child by the announced dismissal time on that day.

If your child is in **grades ES -6**, you are given two options at the bottom of the form:

1. *I give permission for my child **to be sent home early** by bus. This means that we will send your child home on the buses (assuming they take one).*

Please **remember that our students ride buses operated by more than 20 school districts or private companies and pick-up times will vary due to inclement weather.** We will post on the school website the dismissal times by bus district as soon as we receive the information.

If for any reason you wish to pick them up yourself, you must contact the school by phone (914) 948-6513 and talk directly with a school representative. Please do not leave a voicemail.

2. *I will pick up my child **directly at school at the announced emergency dismissal time.** Please note that in case of inclement weather or storm conditions that you coming to school could be inconvenient or even dangerous!*

For students in **grades 7 – 12**, we will send all children that are registered for bus service home on the bus. If you usually pick up your child, then you are responsible to arrive at school by the early dismissal time.

Furthermore, please do not plan play dates at the last minute during an emergency dismissal.

What is important during these emergency situations is that we are able to follow the dismissal instructions you have given us on the school emergency form and we be able to reach you. If you have reason to believe that the weather is unstable, then please have your phone with you and check the school website for updates. If you have just moved to the area and we do not have complete contact information, then we must rely on you to make contact with us.

Thank you for assisting us with the process.