

EMERGENCY SCHOOL CLOSING 2017-2018

We recommend that each family have an emergency procedure that allows your child to know exactly what to expect if school should close early due to inclement weather or other emergency closings. THIS IS ONLY FOR EMERGENCY EARLY RELEASE DAYS, NOT THE SCHEDULED EARLY RELEASE DAYS listed on the 2017-18 Albany Area Schools Calendar.

Please read carefully and return to your child's teacher.

When District 745 dismisses early, all afterschool programs are also cancelled. The information that you provide will be kept on file in your child's classroom. It is your responsibility as the parent(s) to review this information with your child.

Please do not call the Office unless it is extremely urgent when there is an emergency early out. Phone lines are very busy during emergency school closings.

Periodic review of the safety procedure you want your child to follow is always helpful.

EMERGENCY SCHOOL CLOSING PROCEDURE FOR:

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(Student's Name) (Grade/Teacher)

If school is dismissed early, my child is to:

- \_\_\_\_\_ 1. Ride his/her regular bus home.
- \_\_\_\_\_ 2. Ride his/her bus to the regular daycare person's home.
- \_\_\_\_\_ 3. Ride Bus \_\_\_\_\_ to this daycare \_\_\_\_\_  
(Bus #) (Daycare Name)
- \_\_\_\_\_ 4. Walk directly home. (S/he is able to get into the house.)
- \_\_\_\_\_ 5. Walk to: \_\_\_\_\_  
(Give person's full name and address)
- \_\_\_\_\_ 6. Be picked up at school by parent at announced dismissal time.
- \_\_\_\_\_ 7. Be picked up at school by someone else at announced dismissal time.  
(You must notify this person to pick up your child; we cannot take that responsibility.) This form is the written permission to release your child to someone other than his/her parent.

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(Person authorized to pick up child and phone number)

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Parent/Guardian Signature (Date)

➡ Return one form for each child you have attending Avon Elementary.  
PLEASE RETURN THIS FORM BY MONDAY, SEPTEMBER 18, 2017.