



**S u p e r i n t e n d e n t M e m o r a n d u m**

**To:** Fairfield Public Schools Staff  
**From:** Michael Cummings  
**Date:** September 29, 2021  
**Re:** **Revised With PK: Delayed Opening and Early Dismissal Information**

In the event of a delayed opening, please adhere to the following:

Delayed Opening	
<b>PK</b>	No AM classes
<b>Lunch</b>	Lunch is served, K-12
<b>School Secretaries</b>	Arrive 45 minutes before student start time
<b>Central Office Secretaries and Staff</b>	Arrive 75 minutes after normal start time unless notified by the Executive Director of Human Resources and Legal Services
<b>Custodians</b>	Arrive as close as possible to normal start time, but no later than 75 minutes before student start time
<b>Before School Care</b>	Canceled
<b>Before School Building Use/Activities/Athletics</b>	Canceled

In the event of an early dismissal, please adhere to the following:

Early Dismissal		
	Planned	Unplanned
<b>PK</b>	See Pre-K Planned Early Dismissal Calendar	No PM Classes
<b>Lunch</b>	Lunch for K-8, no Lunch 9-12	
<b>School Secretaries</b>	Follow District Employee Calendar	Leave 45 minutes after student end time
<b>Central Office Secretaries and Staff</b>	Follow District Employee Calendar	Leave at same time as elementary secretarial staff
<b>Custodians</b>	Custodians will work a full shift	Custodians may be called in early to complete their shifts earlier in the evening once students and staff are released. That decision will be made on the day of event by the custodial supervisors
<b>After School Care</b>	Continue as scheduled	Canceled
<b>After School Building Use/Activities/Athletics</b>	Continue as scheduled	Dependent on conditions

*Note: Early Dismissal decision made by 9:30am. Communication to staff, families, media, BOE, town.*