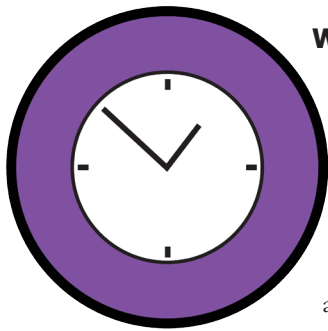


# Early Dismissal Procedures & FAQ for Parents



## What might cause an early dismissal of school?

Early Dismissal is called when deteriorating conditions, such as inclement weather, will affect normal dismissal procedures. The following factors will be taken into account:

1. Current NOAA weather reports and alerts/watches/warnings of impending storm are serious enough for us to consider closing school.
2. Local school district closings
3. Anticipated prolonged power outage or failure of utilities (gas, water, electricity, sewer service)
4. Heavy absenteeism – widespread, ongoing illness
5. Other reasons as deemed necessary by the Head

## What can parents do now?

Parents should make sure that their contact information (home, cell, work phone numbers and e-mail addresses) remains up to date in MyBackpack, which is accessible via the private Parent Portal.

## How are parents alerted about an Early Dismissal?

- Alert phone call to all parent numbers listed in MyBackPack
- E-mail to all parents
- Website updates

Parents should not call the main number, but instead wait to hear from their child's advisor, teacher, divisional assistant or their child.

## How are siblings picked up?

Siblings should report to the youngest sibling's divisional lobby.

## What activities are affected?

When school closes early, the following will apply:

- **CANCELLED:** Extracurricular activities, interscholastic contests, team practices, field trips, Lower and Middle school after-school programs, and recreation programs in school and on school grounds
- **CLOSED:** Little Friends Child Care center

## EARLY DISMISSAL PROCEDURES – BY DIVISION

**IMPORTANT:** No student can be dismissed or released to bus/car/parent pick-up or go home with a friend without having gone through the SIGN-OUT procedures below.

### Upper School Procedure

**All parents will be contacted to confirm dismissal plans.**

- **Student drivers:** Gather in Quaker Student Life Center (in Frost Hall) to begin parent calls and sign out.
- **By Car:** Students gather in Frost Hall Lobby for sign-out. **Parent pickup:** Frost Hall lot.
- **By Bus:** Students remain in Theater until dismissed to buses.

### Middle School Procedure

**All parents will be contacted to confirm dismissal plans.**

- Students will assemble by Advisory in Middle School to make phone calls to parents. Parents must indicate if child is to be picked up, leave by bus, with an older sibling or with another parent.
- **By Car:** All students need to sign out before leaving.
- **By Bus:** Students wait in Commons until dismissed to buses.

### Lower School Procedure

**All parents will be contacted to confirm dismissal plans.**

- **By Car:** Students will remain in their classroom until they are dismissed to the back door of Lower School.
- **By Bus:** Students are escorted to the Lower School lobby for bus pick-up.