

VENETA ELEMENTARY

2015-16 Emergency Closure Instructions

Situations which could force us to send children home early from school (Emergency Closure) could occur at any time. These closures are announced on local radio & television stations (see your parent handbook for more information). Information is also available on the district website and through the District auto-dialer. In the event of inclement weather or potential flooding or other natural emergencies, we encourage families to stay informed so they are aware of potential closures.

- Every attempt will be made to contact a parent/guardian. It is important that we have your most current contact information on file. If you change phone numbers, change jobs, get a new cell phone, etc. please update your information. Please make sure the information you have for emergency contacts is also kept current.
- **No child will be released unless a contact has been made with either a parent/guardian or an emergency contact. If we do not reach a person to verify that the student will be going to a safe situation by the time the buses leave, the student will stay at school and must be picked up by a parent or guardian as soon as possible.**
- In the event of an early closure, parents always have the option of picking up their child directly from the school before school closes or sending them home on the bus.
- **If another adult is picking up your child or if your child is going to a different place after school, please notify the school when they call AND make sure that the other person knows to pick up your child or knows to expect your child on the bus.**
- If you want your child to go on the bus to a different location, you will need to know the bus number and address when you are contacted. Please make sure you know this information before an emergency occurs. We cannot give you the bus route number or the address of another student.
- **Children who are older than ten can, in some circumstances, be sent home on the bus to an empty house if the parent chooses. If that is your plan, please make sure your child knows how to get into the house, what to do and not do if they are alone in the house, what to do if an emergency happens and they are home alone, etc.**

Student Name _____ Grade _____

By signing below I affirm that I have carefully read the above information and understand what procedures will be followed in the event of an emergency closure at Veneta Elementary.

Parent/Guardian Signature

Parent Phone #

Date