



EMERSON-WILLIAMS SCHOOL
461 WELLS ROAD

WETHERSFIELD, CONNECTICUT 06109-2899

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NEELA THAKUR
Principal

August 31, 2024

Dear Families:

The announcement, "*Due to severe weather conditions, the Wethersfield Public Schools will close early today*" can create a stressful situation for children and parents. I recognize such a decision presents difficulties for many families, particularly if parents are at work. This is a major consideration when a decision is made to close school early, and our Superintendent only makes this decision when all indicators suggest it is the safest alternative. **Our early dismissal time is always at 12:55 p.m. (12:45 p.m. for Kindergarten).**

In the event of an **Early Closing** for Wethersfield Public Schools, a Parent Square message will go out to families from the Superintendent and announcements will be broadcast on local radio and television stations. This information will be posted on the Wethersfield Public Schools website at <https://wps.wethersfield.me>. **Please do not contact the school** in this situation as we need to keep our school phone lines open and avoid an overabundance of calls to the system.

Therefore, I ask that you sit down today with your family to develop and review a "**Family Emergency School Closing Plan**" which might include the following:

- A. Listing several homes in the neighborhood to which your child can go in a specific order and reviewing the list with your child.
- B. Reminding your child to go to a designated neighbor's home and to leave a note (in the mailbox, the back door, etc.) as to where he/she has gone.
- C. Having your child go home to a friend's house as pre-arranged with the other child's parents.
- D. Showing your child where an extra key is kept.
- E. Please do not have your child call you from school as part of the plan, as we are not able to accommodate outgoing phone calls from students during an unscheduled early dismissal.

Thank you for your cooperation in completing the information on the attached form. Please return it to your child's classroom teacher by **Friday, September 8, 2023.**

Sincerely,

Ms. Neela Thakur, Principal

EMERGENCY SCHOOL CLOSING PLAN

August 2024

Child's Name: _____ Teacher: _____

My child usually goes home by: (please check one)

- ❖ School Bus _____
- ❖ Walking _____
- ❖ Picked up at school by _____
Name Relationship
- ❖ Goes to his/her childcare provider _____
(i.e.: YMCA, KIDCO, LifeWay, private home, etc.)

Childcare Provider's Name Address Telephone

In the event of an "EARLY CLOSING" due to inclement weather, my child should follow his/her NORMAL dismissal routine: (check one)

Yes _____ No _____ (If no, please fill out an alternate dismissal plan below.)

If an alternate dismissal plan is to be followed, please detail those plans below:

My child should _____

ALL FAMILIES PLEASE COMPLETE THE FOLLOWING INFORMATION:

Daytime telephone numbers where parents can be reached:

(We are not able to contact each family as telephone lines are often jammed with incoming and outgoing calls.)

Mother's Name: _____ Telephone: _____

Father's Name: _____ Telephone: _____

Guardian's Name: _____ Telephone: _____

Please return this form to your child's teacher by Friday, September 8, 2023.

Parent / Guardian Signature _____