

Watertown City School District

North Elementary

171 East Hoard Street

Watertown, NY 13601

Sandra Cain
Principal



Mia Barnes
Assistant Principal

Dear Parents/Guardians:

Occasionally, especially during the winter months, schools are closed early due to inclement weather. In the past, this has caused a great deal of confusion for some of the children and school personnel as to what the children are supposed to do in case of early **unexpected** closing throughout the school year.

We are asking parents to discuss with their child the procedure that they should follow should school close early. We are also asking parents to complete the information below indicating what their child will do in the event of an **unexpected** early dismissal. This information will be kept on file at school and will need to be updated if the procedure changes during the school year.

Also please try to make a habit of watching the news, listening to the radio, or checking our website for delay or closure announcements:

WTNY-790AM

WTOJ-103.7FM

WWNY TV7

WCIZ-93.5F

WFRY-97.5FM

Time Warner Cable News

WATN-1240AM

WBDR-106.7FM

WWTI TV50

www.newzjunky.com

TV 3 (Syracuse)

www.watertowncsd.org

Thank you for your cooperation in this matter. Hopefully, this will give some peace of mind to those children who worry when they don't know where to go and also to those of us who will be trying to get everyone safely home.

Thank you,

Sandra Cain
Principal

In case of an unexpected early dismissal, my child _____
(Student Name)

in _____ class and I have discussed our emergency
(Teacher Name)

plan. The person named below is also aware of our emergency plan and has agreed to be responsible for my child if I am unavailable. I will let the school know if there is any change in this plan, otherwise, my child will be dismissed according to the plan stipulated below:

____ Ride bus home as usual

____ Walk home as usual

____ Be picked up by _____ Phone _____

____ Go to the home of _____ Phone _____

Parent Signature _____ Date _____