



**Inclement Weather Plan of Action**

Dear Parents/Guardians,

Occasionally it is necessary to cancel the Afterschool Program for the safety of the students when weather conditions take a turn for the worse. When programs have to be canceled there is always an announcement at the school so your child is aware.

In addition to school day announcements, calls are made home by an automated system (Call Multiplier) to parents using the numbers you specified on the Afterschool Program Enrollment Form when you signed up your child. It is important to keep this contact information up to date, so please call with any changes. Along with listing your specified emergency numbers, you instructed Project Youth staff as to whether your child would be picked up, walk, or ride the bus home in the event of a cancelation to ensure that your child gets home safely with as little confusion as possible. It is important to discuss this arrangement with your child for their peace of mind and knowledge of what to do when they hear the announcement of cancelation.

The Site Director will make every possible effort to be on hand to direct students in the event that they forget what they are supposed to do when program is canceled. Therefore, if emergency plans have changed, please call your Site Director with instructions.

**\*\*Please refrain from calling the school,** unless absolutely necessary, to reduce the impact cancelations have on school day personnel. School offices are very busy with calls and day-to-day traffic, and an increase in call volume slows down efficiency.

Please confirm, and discuss with your child, what your child should do in the event of an Afterschool Program cancellation:

\_\_\_\_\_ will: (please circle one)    **Ride the Bus**    **Get Picked Up**    **Walk Home**  
**Child's Name**

Additional Instructions: \_\_\_\_\_

\_\_\_\_\_

My emergency contact numbers have changed: \_\_\_\_\_  
(voice mailboxes must be set up and able to receive messages in the event you are unable to answer the call)

**Parent Signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**Brown School Site Director**  
Naomi Levesque  
723-3872

**Hillside Site Director**  
Heather Kaufman  
723-3871

**Berlin Middle School Site Director**  
Troy Sanschagrin  
723-3874

**Edward Fenn Site Director**  
Jessica Figueroa  
723-6026

**Gorham Middle School Site Director**  
Joseph Young  
723-3875