



Inclement Weather Plan of Action

Dear Parents/Guardians,

Occasionally it is necessary to have an early release or cancel the Afterschool Program for the safety of the students when weather conditions take a turn for the worse. When programs have to be either an early release or 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 of early release or 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** _____

Judy Arsenault	Program Director	466-5190 ext 303 or 723-5222
Joe Young	Berlin Elementary School (K-2) Site Director	723-3872
Jake Buteau	Berlin Elementary School (3-5) Site Director	723-3875
Troy (Sanschagrin) Fritschy	Berlin Middle School (6-8) Site Director	723-3874
Bus Monitor		723-3871