



Dear Parents,

This letter is to inform you of our school policy regarding weather and other emergencies requiring the unexpected closure of one or all of our sites. One of our main concerns during bad weather is the safety of our children and staff. Please be assured that we will not close the school more than is absolutely necessary. Our decisions must be based on the weather forecasts and what is happening outdoors.

Inclement weather may sometimes necessitate closing school. School closings will be announced on the school website at www.alcottschool.org and messages will be sent via email, text, and/or automated call using information provided on your communication form. In addition, school closings will be posted on Cable Channel 12 News in Westchester and Fios 1 News. If you are in doubt, call the school and listen for our message on the answering machine. Please understand that delaying and/or closing is not something done without a great deal of thought. Our primary concern is the safety of your children.

If we are already in school and the weather gets very bad or the power goes out, we will contact you using our emergency contact system about closing early. Please be sure that your emergency form and communication form are updated and in the office so that we can reach you or the person you have designated to pick up your child. If you feel that conditions are getting dangerous, please feel free to come and get your child early.

For safety reasons, the bus companies do not like to operate in severe weather conditions. If the weather is severe, they may pick up the children early and take them home. Keep in mind that it usually takes 2 or 3 times the amount of time to deliver the children home in bad weather. Before we send children out early, we must be sure someone will be at home for them. Again, please be sure your emergency contact forms are updated and in the office, especially if any of the following have occurred recently:

- Have you changed jobs recently?
- Do we have your correct work telephone number and cell number?
- Do you have an emergency child care plan if we close early?
- Do we have the contact information for your emergency caregivers?

If you have any questions, please speak with someone in the office.

Monica Zenda
Executive Director