

## CASTLETON ELEMENTARY SCHOOL

JAMES L. DERBY  
PRINCIPAL

80 Scott Avenue  
Castleton-on-Hudson, New York 12033  
(518) 732-7755

KERI ROSHER  
ASSISTANT PRINCIPAL

Dear Castleton Elementary School families,

Please complete the Unplanned Early Dismissal/Emergency Closing form on the reverse side. It should be completed and returned to your child's teacher by **Friday, September 14th**. The purpose is to complete planning and communication for the safety of all children in the event of any unexpected early dismissal/emergency closing. Your part of the process is to establish a location and plan so that we may dismiss your child with short or no prior notice if necessary. It is essential to inform the school of your plan.

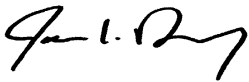
Specifically, we need you to do the following:

- Teach your child your early dismissal/emergency closing plan
- Notify the school of your plan immediately by the completion of the attached form
- Review the plan periodically with your child/children
- Immediately update the school should your plan change (by completing a new form).

In case of an unplanned early dismissal/emergency closing, radio and TV stations will be notified as soon as possible. You will receive a telephone call stating the fact that an early dismissal/emergency closing is in progress. Your preplanned directions will determine the movement of your child/children.

The school may need to act quickly for natural events such as snow emergencies or for emergencies that are less predictable. Thank you for planning for your child's safety by making emergency plans and completing and returning the form on the reverse side.

Sincerely,



James L. Derby  
Principal

SCHODACK CENTRAL SCHOOL DISTRICT  
JASON M. CHEVRIER  
SUPERINTENDENT  
(518) 732-2297  
FAX (518) 732-7710

**2018-19**  
**SCHODACK CENTRAL SCHOOL DISTRICT**  
**EMERGENCY CLOSING INFORMATION**

Unplanned early dismissals or emergency closings may occur without notice. In the event of an unplanned early dismissal or emergency closing, all students, faculty and staff are dismissed. All students must be bussed to an emergency location. Students will not be allowed to walk or be picked up in the event of an emergency.

Please provide the school with the following information about where your child should go in the event of an unplanned early dismissal or emergency closing:

Name of Student: \_\_\_\_\_

Send my child on bus# \_\_\_\_\_ to the address below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_ Please indicate with a checkmark if your child is currently enrolled in Castleton Kids and will report to Castleton Kids.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*Please practice and review your family's emergency procedure with your child.

**Important – If any of the above information changes during the year, it is your responsibility to inform the school by completing a new form and returning it to the main office. (No changes will be accepted verbally – must be in writing).**