



WOODFERN SCHOOL

425 WOODFERN ROAD • HILLSBOROUGH, NJ 08844

Anthony Caparoso
Principal

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SNOW DAY

November 2009

Dear Parent/Guardian:

The time of the year is approaching when inclement weather is upon us and an early school closing is always eminent. This is also the time of the year when we ask that you review your emergency dismissal plan with your children.

In the event of an emergency closing, we have many services in place to assist you in finding out that school will be closing. InstantAlert will be sending messages to all of the services you have registered in your personal profile, the district website homepage (www.hillsborough.k12.nj.us) will post emergency closing information and cable television channel 14 will also broadcast emergency closing information.

The school has your emergency sheets on file, and as you will recall you were able to complete information on the back of this form advising what your child should do in the event of an emergency dismissal. We ask your collaborative efforts in discussing your emergency closing plans with your children now, as well as on any day that inclement weather is in the forecast. Please remind your children before they board the school bus on the morning of an inclement forecast what they should do if school closes.

As a reminder, district policy will not allow children to change school buses. In the event of an emergency closing your child will go home on their regular bus to their regular bus stop. If you have provided us with information as to what they are to do if they arrive home and find no one is there, the classroom teacher will remind them of your plans before dismissal, however, please remember to discuss this yourselves with your children. We ask that you please do not call the school in the event of an emergency closing with last minute plans unless it is an extreme emergency. The staff will be very busy preparing for dismissal and our phone availability will be limited.

If your child attends after school daycare, we have been advised as follows: Catholic Charities After School Program (the program held on the school premises) will be closed, all students who would normally attend this program will go home on their regular school bus. Outside daycare centers (YMCA, The Goddard School, A Child's Place and Four Seasons) will all remain open according to their emergency plans. Students will be bused to these centers. Please check with your particular daycare center as to their policy and pick up times for emergency closings.

Finally, please be advised that if you have indicated you will pick your child up in the event of an emergency dismissal, all students **MUST BE PICKED UP 15 MINUTES PRIOR TO THE EMERGENCY CLOSING TIME**. Therefore, if the Superintendent calls for at 12:30 dismissal, your child must be picked up by 12:15. **If your child is not picked up by the time the buses are ready to depart, your child will go home on their regular school bus.**

Thank you for your assistance in helping us keep your children safe.

Sincerely,

Anthony Caparoso
Anthony Caparoso

AC/sm