

2015-2016 Emergency Early Dismissal Procedure

Sometime during the course of almost every school year there arises a situation that necessitates an early dismissal of our students from school. In the event that we should have an early dismissal this year, we would like to know where to deliver your child, in case it differs from that of a regular dismissal. If your situation warrants it and you have not already made arrangements with someone, please do so and fill out the form below and return to Sunman Elementary.

You should receive a phone call through our emergency notification system (School Messenger) of the early dismissal. These will also continue to be announced on local radio stations (Batesville 103.9 and Aurora 99.3), as well as on Cincinnati TV and radio stations. While we do ask for phone numbers, these are for unusual situations only.

Please fill in the information below and return to your child's teacher no later than **Wednesday, August 12, 2015**. *If you need to make changes sometime during the year, please request a new form.* We'll refer to the original form until an updated form is received.

Student Name _____ Teacher's Name _____

_____ In case of an early dismissal, my child will go on the same bus, to the same destination as usual.

_____ In case of an early dismissal, my child should go to:

Name of adult, address & phone number at alternate site:

Name _____ Phone _____

Address _____

Bus Driver Name / Bus Number (at alternate site) _____

In the event of an unusual situation, please list which parent to contact:

Parent Name _____

Best contact number during school hours _____

I understand that the school will follow the above directions and that my child will be delivered to the above site in case of an early dismissal.

Parent Signature _____ Date _____