

SHERWOOD ELEMENTARY SCHOOL
64 Maple Avenue, Charlottetown, PE, C1A 6E7

November 2015

Dear Parent/Guardian: Following is important information with respect to school delays, cancellations, and early closures due to weather. Please read this information carefully and fill out the necessary details for your child(ren) and return the bottom section of this form to your child's teacher.

SCHOOL CANCELLATIONS

All school cancellations will be announced on local radio stations and posted on ELSB's website www.gov.pe.ca/edu/elsb by 7 a.m. If all schools are closed, it will be announced that all English language schools in the province are closed for the day. In some instances it may only be necessary to close an individual school or a "family of schools". Partial school closures or delays will be announced by family of schools.

One Hour Delay – If a decision on cancellation cannot be made by 7:00 a.m., a one hour delay will be announced whereby all schools and busses will operate one hour later than usual. A further announcement will be broadcast by 8:00 a.m.

Late Busses: In some instances, even in fine weather, busses may be delayed. Parents will be notified via radio broadcast that a bus will be delayed (i.e. Bus 97 is running 30 minutes later).

SCHOOL CLOSURE DURING THE DAY

It may be necessary to close a school or a family of schools part way through a school day. Detailed announcements will be made on local radio stations and school board websites. Parents who will not be at home when children arrive should make alternate arrangements for the care of their children on such days. Please notify the school of these changes as soon as possible.

Extreme Weather Conditions During School Day

Should Transportation Infrastructure Renewal and/or the RCMP recommend that school busses remain off Island roads, students may be required to remain at school beyond their normal dismissal time (unless picked up by a parent or designate). Announcements will be made on local radio stations and school board websites.

SUGGESTIONS FOR PARENTS

1. The final decision to attend school or to travel to school via school bus always rests with the parent.
2. Please do not drop children off at school unless you are certain that school is operating that day and that staff are present to supervise the children.
3. Please listen to the radio and check school board websites frequently between 6:30 and 8:00 a.m. daily to determine if schools are operating. Every effort will be made to have announcements broadcast by 7:00 a.m.
4. Please **DO NOT CALL** the school, school board office, or the radio stations for information on cancellations or delays. Such calls tie up telephone lines which may be needed for emergency use.

EARLY CLOSURE FORM – PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN TO YOUR CHILD'S TEACHER

<p>Student's Name: _____ Teacher's Name: _____</p> <p>Grade _____. On an early closure day my child is to go to _____ (Address)</p> <p>On his/her regular bus # _____, or walk to _____ (Address)</p> <p>_____ Signature of Parent/Guardian _____ Date</p>
<p>Student's Name: _____ Teacher's Name: _____</p> <p>Grade _____. On an early closure day my child is to go to _____ (Address)</p> <p>On his/her regular bus # _____, or walk to _____ (Address)</p> <p>_____ Signature of Parent/Guardian _____ Date</p>
