

# PARK WEST SCHOOL

## **School Cancellation / Early Closure**

There may be circumstances when school is cancelled during the day while students are in attendance. This may occur due to severe weather, a power outage, loss of heat or water supply to the building, or other unexpected circumstances. When this happens our students will be dismissed early. When necessary the decision to close early will be decided by the School Board and communicated to schools as close to 11:00 am as possible.

If the decision is made to close school early public announcements will be made on local radio stations and the Halifax Regional School Board website ([www.hrsb.nca.ca](http://www.hrsb.nca.ca)). You may also register on the HRSB website to receive automated messages via text or email when school is cancelled for the day or closed early. You may wish to call the HRSB school cancellation line (464-INFO/4636).

When school is cancelled midday parents of students in **grades primary to 6** will be contacted directly by telephone by school personnel before any students are released from school. Then they will be released according to the written instructions provided by parents (on this form). Junior high students (**grades 7 – 9**) will be released according to the written instructions provided by parents (on this form).

In preparation for such an occurrence please complete the form below for each child you have attending Park West School. It is essential we have all information requested, and that it is accurate. If at any time the information changes please inform the school office. **PRINT** all information. Return to your child's teacher by **October 6**.

<b>Student Name:</b>		
<b>Grade:</b>	<b>Homeroom Teacher's Name:</b>	
For <b>elementary</b> students: phone numbers to be used for contact (list in order of preference) -		
<i>Name</i>	<i>Relationship to Student</i>	<i>Phone Number</i>
1.		
2.		
3.		
Instructions for dismissal of student (choose ONE):		
	My child should remain at school until he/she is picked up by a designated adult <b>as soon as possible</b> . Provide name and relationship of adult.	
	Name:	Relationship:
	My child should be dismissed to walk home.	
	My child should be dismissed to walk to the following location:	
	Name:	Address:
	My child rides a school bus to/from school and should take the bus home.	

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

