

LONG HILL TOWNSHIP PUBLIC SCHOOLS
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Dr. René Rovtar
Superintendent of Schools

INFORMATION ON MID-DAY EMERGENCY SCHOOL CLOSING
PLEASE REVIEW

September 2011

Dear Parents and Guardians of Long Hill Township Public School Children:

Please note the following in terms of a **mid-day emergency school closing**. If an emergency closing is necessary, the school district will attempt to send phone messages to all homes utilizing the same "One Call" system that is used for school closings.

Announcements will be made on the radio and television as per our usual school closing practices. Information will also be posted on the district's website: www.longhill.org.

School office personnel **cannot call all parents individually, as it is an impossible task to accomplish within the given timeframe**. Weather watches and warnings are occasionally issued by the National Weather Service. If you become aware of a weather alert, I would encourage you to monitor the weather situation in case conditions necessitate a change in the dismissal time for students.

If you are a working parent, please note the following:

Please provide your school's Main Office with instructions as to how to handle an emergency, mid-day closing in relation to your child(ren). This should be done in the form of a written note to the school principal. The note should include a work number for you that is accurate and up to date. If there are any changes to your emergency contact information during the course of the school year, please be sure to notify the school immediately. **In the absence of any communication from you regarding this matter, children will be sent home on their regularly assigned bus. Walkers will be dismissed in the usual way.**

If a child is held at school, there is a chance that she/he might be moved to one central location. If this occurs, a sign will be posted on the door of your child's school.

Parents of children in the **Wrap Around Program for Kindergarten** must provide the Program Director with emergency contact numbers and the names of persons authorized to pick up their child(ren).

In the event of an early dismissal, after school care programs are typically cancelled, so parents need to make alternate arrangements as all students will be dismissed at the conclusion of the school day.

Thank you for your assistance in implementing these procedures.

Sincerely,

René T. Rovtar, Ed.D.
Superintendent