



West University Elementary School



EMERGENCY DISMISSAL PROCEDURES

In the event school is dismissed early due to inclement weather or other emergency situation, please indicate which arrangements you wish to be implemented for your child.

Child _____ Teacher _____

If school is dismissed early due to inclement weather or other emergency, my child should:

_____ Go home with another student (list name of student and parents' names)

_____ Leave school as usual (list typical method; parent pickup, walk, etc.)

_____ Stay at school until one of the parents can arrive

_____ Please list the names and telephone numbers of adults you authorize to pick up your child from school in the event of an emergency

Printed name of parent/guardian Signature of parent/guardian _____
date

home phone #: _____ work phone #: _____

cell phone #: _____ other phone #: _____

SPECIAL NOTE:
If weather conditions or the nature of the emergency are severe and/or potentially dangerous, then dismissal procedures will be determined by the school. **Special arrangements will then be disregarded.**

PLEASE INSURE THAT YOUR EMERGENCY PHONE NUMBERS INCLUDING PAGER AND CELLULAR PHONE NUMBERS ARE UPDATED ON YOUR CHILD'S ENROLLMENT CARD. NOTIFY THE SCHOOL OFFICE ASAP OF ANY CHANGES.

RETURN COMPLETED AND SIGNED FORM TO YOUR CHILD'S TEACHER.