

**École Élémentaire Michaëlle Jean School**  
**Cancellation Student Contingency Plan**  
**2018 - 2019**

If the school must *unexpectedly close* early due to an emergency, such as situations as no heat, no water, or inclement weather, we must have a plan in place for the safety of your child(ren). Please complete this form selecting one of the options and return it to your child's teacher as soon as possible. This letter is kept on file in case it is necessary to put this plan into effect. In the event that the school has to be evacuated, our evacuation site is [Wills Bus Lines on Hwy 56](#).

As soon as the school is notified by the Board Office of a closure or early dismissal, we will attempt to contact the people indicated below. This may be done by parent volunteers as well as staff so that the school phone lines will still be available for use. School closure information is available at [www.hwdsb.on.ca](http://www.hwdsb.on.ca), <https://twitter.com/HWDSB>, [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca) as well as local media outlets: 102.9 FM, 107.9 FM, 94.7 FM, 820 AM, 900 AM and 1150 AM; CBC Hamilton, CHCH TV, CKPC Brantford, Hamilton Community News and Hamilton Spectator. Please ensure all names, addresses and telephone numbers are up to date and accurate. Should any changes occur over the course of the year, please be sure to contact our office.

Thank you for your attention to this important plan.

**NOTE:** It is the parents' responsibility to decide whether or not it is safe for their child(ren) to attend school. It is the responsibility of parents to arrange alternative arrival plans if their child(ren) cannot go home during an unscheduled school cancellation. The parent is expected to clearly explain the alternative to the child and to inform the school, in writing, of the alternative arrangements. It is the parents' responsibility to provide the school with any changes to these arrangements throughout the school year.

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**EMERGENCY SCHOOL CLOSING ARRANGEMENTS**

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ HOMEROOM: \_\_\_\_\_

**PARENT/CAREGIVER #1**

PARENT/GUARDIAN: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_ CELLPHONE: \_\_\_\_\_

**PARENT/CAREGIVER #2**

PARENT/GUARDIAN: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_ CELLPHONE: \_\_\_\_\_

CHOICE "A" - In the event of an emergency school closure, my child is a BUS student, please place on bus as per usual.

Parent Signature: \_\_\_\_\_

Note: If parents expect to be contacted prior to dismissing their child, it is possible that the student will miss their transportation, which will require parents to make alternate arrangement.

OR

CHOICE "B" - In the event of an emergency closing, DO NOT send my child home until you have contacted me. If transportation has left, I will make arrangements for pick up.

Parent Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_