

Dear Parents:

We are requiring Extended Day parents to fill out a contingency plan in the event that our after school program is cancelled during the school day due to unforeseeable circumstances. This plan will be filed in the Extended Day office and copies will be given to each school office so they will have a dismissal plan for your child(ren). Parents will be notified as soon as possible if our after school program is cancelled and their contingency plan will be implemented. Please fill out the following form and return it to our office with your registration packet.

Thank you.

Kathy Panos  
Director

Child(ren) Name(s) \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Parent(s) Name(s) \_\_\_\_\_

Phone #'s to be reached if after school program is cancelled \_\_\_\_\_

My Plan is: email to be contacted \_\_\_\_\_

Send home on assigned bus \_\_\_\_\_

Call parent(s) \_\_\_\_\_

Other \_\_\_\_\_

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_