

MEMORANDUM

To: MCSD RE-1J Early Childhood Parents & Caregivers
From: MCSD RE-1J Early Childhood Administration Office
Date: December 20, 2017
RE: School Closure, Delayed Start, and Early Release

If Early Childhood Centers classes have been canceled, OR will be a delayed start, due to inclement weather or other emergency, parents shall be informed in the following ways:

1. **The MCSD RE-1J Superintendent** will initiate an **All-School Closure/Delayed Start** in the case of hazardous weather or other emergencies.
2. District Office staff will communicate to parents by website, social media, local radio, television and newspapers and will begin immediately after an ALL-School Closure/Delayed start has been called by the Superintendent.
3. Preschool parents may receive additional school closure and delayed start information through the Infinite Campus Messenger.

If the MCSD RE-1J Early Childhood Centers require students to be *released early*, due to inclement weather or other emergency, parents shall be informed in the following ways:

1. **The MCSD RE-1J Superintendent** or designee, will initiate an **Early Release of students** in the case of hazardous weather or other emergencies.
2. Communication by website, social media, local radio, television and newspapers will begin immediately.
3. ECC office staff will attempt to contact legal parents and guardians *first* to inform them of the **Early Release** of ECC students.
4. Parents will be reminded to bring identification and to instruct others on their child's pick-up list to bring identification, in case a substitute or unfamiliar staff member is in the classroom.
5. If a legal parent, guardian, or authorized pick-up person is unable to be reached, ECC office staff will attempt to contact all other authorized adults on the pick-up list, including childcare centers and daycare providers, to pick up the child from school.
6. An Early Childhood Center staff member will remain with the student until a parent, guardian, or authorized pick up person, has arrived.
7. In the event a staff member is unable to reach a parent, guardian, or authorized pick-up person to pick up the child, the staff member will wait a reasonable amount of time (1 hour) for a pick-up person to arrive. If no one has been reached or arrived to pick the child up, the ECC Director will be contacted. The Director will notify the appropriate authorities and develop a plan for the care and safety of the child.