

TLC – EARLY DISMISSAL POLICY

In the event of an unplanned or non-scheduled early dismissal from the Trumbull School System, TLC's policy will be as follows:

When school dismisses (usually at 1:00 pm for elementary and 12:10 pm for middle school), children who regularly attend TLC after school or ASP for that day, will be directed to go to TLC or ASP as usual, but need to be picked up within **two hours of school closings**. Children assigned to the Fun Zone will stay at their respective elementary schools and report to their TLC elementary center. Children attending the TLC Pre-School will follow the elementary school schedule of needing to be picked up within **two hours of school closings**. With the elementary schools closing at 1:00 pm, pick-up should be by 3:00 pm. Parents who may not work locally and/or believe they will have difficulty picking up their child(ren) within this two-hour period need to identify a designated local person to pick up their child(ren). This person must be listed in our TLC files as the authorized designee. In some instances, the school administration may not close school early, but worsening weather conditions may force the TLC administration to close the TLC and ASP programs before the regular 6:00 pm time. Sometimes the weather where you work may not seem to warrant TLC closing early, but please understand that we do not make this decision lightly. Our primary concern is for the safety of our children, staff and parents. All children must be picked up no later than two hours after TLC's decision to close. Ratios will be maintained at all times, and two staff will remain until all children are picked up.

In all circumstances, a parent or designated alternate will be responsible for being aware of school and/or TLC time changes and is expected to pick up your child in the appropriate time frame.

TLC does not call parents when the school system decides to close early. It is the responsibility of the parent or designated alternate to log onto our TLC website at www.tlctrumbull.com, and click on the flashing **Emergency button**, or listen to WICC (AM 60), WEBE (FM 108), STAR (99.9 FM), watch WVIT/NBC Channel 30, WTNH Channel 8, or WFSB Channel 3 television for closing information or register on-line with "e-Notifications". (This is a FREE service sponsored by the Connecticut Weather Center, which will automatically notify you by e-mail whenever there are weather and non-weather related essential announcements.) To register for this service, please follow directions on attached page (www.ctweather.com).

Attached is an EARLY DISMISSAL FORM that you need to complete for each child enrolled at TLC. Please complete and return to your Site Director by Friday, November 14, 2008. The bad weather will be here before we know it, and we want to be prepared!

Please keep this page in a convenient location, in case you need to reference any information.

Booth Hill	386-0195	Fun Zone	261-2723
Daniels Farm	459-1334	Hillcrest	268-8081
Frenchtown	371-7055	Madison	459-8655
Jane Ryan	261-7244	Pre-School	268-5649
Middlebrook	459-8088	TLC Office	452-9626
Tashua	459-2966		