



educational excellence through leadership, partnership, and innovation

**WEATHER EMERGENCY PROCEDURES**  
**2017-2018**

February, 2018

Dear Parents/Guardians:

I am writing to inform/remind you of our weather emergency procedures for the 2017-2018 school term. Please read carefully, and always feel free to ask if you have questions about the information provided below.

***Announcements of Delays/Closings***

In the event of a weather emergency, school announcements for classes operated by the CAIU are made according to where the class is located. Please refer to the list below to find the **school district** schedule your child's class follows for weather emergencies. Only in specific unusual emergency situations will you ever hear an announcement regarding CAIU transportation or classes. Districts that transport their own students to CAIU classes are required to follow the CAIU delays and closings policy. Districts are not to transport students to these programs until the appropriate times. If a home district delays or closes, but the student's CAIU class or program does not, the home district may not transport your child due to unsafe road conditions in your area.

If circumstances require delaying or canceling CAIU class(es) in a localized area, the supervisor will contact classroom staff. Parents/guardians will be notified of the delay/cancellation by the program secretary. In the event a vehicle originates from a district which is on a delay and the CAIU driver feels it is not safe to transport until later, the driver may delay the start of their run. If this action is taken the CAIU driver **MUST** contact the Transportation Office and each parent, concerning the delay. **NO** driver may cancel a run without consulting the Transportation Office and receiving authorization.

Please be aware that your child may be en route to school when a decision to cancel is finalized. This situation is regrettable but unavoidable.

<b>Big Spring</b>	<b>Shippensburg Preschool</b>
<b>Central Dauphin</b>	<b>Follow Me Christian Childcare Center, Calvary Site</b>
<b>Cumberland Valley</b>	<b>Enola, Lemoyne Preschool, Delbrook Preschool, Willow Mill Preschool</b>
<b>Derry Township</b>	<b>Hershey Early Childhood Center, Derry Presbyterian Site</b>
<b>Harrisburg</b>	<b>Foose School</b>
<b>Lower Dauphin</b>	<b>Londonderry Elementary, Conewago Elementary, Zion Site</b>
<b>Northern York</b>	<b>Northern Elementary</b>
<b>Upper Dauphin</b>	<b>Millersburg Preschool</b>
<b>West Perry</b>	<b>Carroll Elementary</b>
<b>West Shore</b>	<b>Fishing Creek Elementary</b>

Revised 2/9/18

### **Morning Delays**

In the event of a weather emergency requiring a delay of one hour or more, the morning class is cancelled.

Except for **Fishing Creek Elementary (Joyce Shellem class)**, which will have an hour or two hour delay. Parents who are transporting their child(ren) are asked not to bring the child(ren) to school before the time designated for the delay.

### **Emergency School Closing During the Day**

In the event of school closing during the day, notification will be forwarded from the Enola office to the classrooms. Parents/guardians will be called on the telephone. For this reason, **it is critical that your child's teacher have current phone numbers where you can be reached during the day.**

### **Make-up Days**

Please note that when a full day is cancelled, the day will be made up according to the schedule on the Preschool calendar. When a morning class is cancelled due to a delay, the class will not be made up. When an afternoon class only is cancelled it will not be made up.

### **Emergency Evacuation Plan**

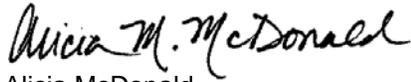
In case of an area emergency, all students attending classes within the geographic area of the Capital Area Intermediate Unit will be bused home or to a designated reception area as directed by County Emergency Personnel. The children will be cared for by CAIU staff until parents can pick them up. In some situations the CAIU Enola Office Center may be used as a reception center. If such an emergency arises, schools will be given specific instructions by Emergency Management Personnel. Parents should listen to local radio or TV for information.

Parents can obtain further information about emergency planning by contacting their child's teacher or by calling CAIU Executive Director, Dr. Andria Saia at (717) 732-8400, ext. 8488 .

If you have any questions regarding the above information, contact your child's teacher or my office at 732-8400, extension 8512.

Thank you for your time and cooperation. Let's all hope for a mild winter and an early spring!

Sincerely,



Alicia McDonald  
Director of Student Services

Cc: Dr. Andria Saia  
Supervisors/Principals  
CAIU Staff  
Transportation Office