



Emergency Policy for Closings and Delays

The school director, Lynn Ennis, will determine if the school needs to close or delay opening due to inclement weather. In the event that the school needs to close or delay opening, guardians and employees will be notified through Channel 4 and School Reach. It is important that all guardians and employees keep their contact information up to date.

To be sure everyone is receiving the school reach messages....

-When answering the call, only say "hello" once; otherwise this will delay the message.

-If the message still does not play, cover the mouthpiece of the phone to cutout all background noise. The message should play shortly after.

- Make sure your answering machine or voicemail picks up after four rings. The system will not leave a message if it rings more than four times.

Thank you!