

THE SCHOOL DISTRICT OF PHILADELPHIA

[School Name]

[School Address]

PHILADELPHIA, PENNSYLVANIA [zip code]

[Principal's Name]
Principal

215 [School Phone]
215 [School Fax #]

December 2013

Dear Parents and Caregivers:

Due to inclement weather or other emergencies, it may be necessary to **cancel school for the day**, **dismiss school early** or have a **delayed opening**. Families will be notified as soon as possible when this occurs. Please check local media outlets, visit The School District of Philadelphia website (www.philasd.org), or call the District's parent hotline at 215-400-INFO (4636) for more information.

Delayed School Opening

In the event of a delayed opening, all schools and early childhood programs will open at 10 a.m. Dismissal time will remain the same. Yellow bus transportation will run on a 90-minute delayed schedule. The transportation schedule for a delayed opening is posted on the back of this letter. All scheduled school trips will be canceled. Breakfast, lunch, after school programming and athletics will function as normal. Check news outlets and the District website starting at 5 a.m. when there is inclement weather for updates about delays.

Early Dismissal

If the decision is made to dismiss schools early, schools will notify parents using the School Messenger service, local news outlets and the District website. Where applicable, food service will be made available to students, and transportation services will be adjusted.

Full-Day School Cancellation/Closing

If schools must close for the full day, students should not report to school. For closure updates, please check local media outlets and the District website at 5 a.m. when there is inclement weather. Notification will be posted on the District website and provided to local news outlets.

We strongly encourage you to make arrangements for your child's supervision when schools are closed or delayed and to regularly review these arrangements with your child.

Sincerely,

[Principal's Name]

Principal

YELLOW BUS TRANSPORTATION SCHEDULE FOR A DELAYED OPENING

NORMAL PICK UP TIME (A.M.)	DELAYED OPENING PICK UP TIME (A.M.)
7:10 am	8:40 am
7:15	8:45
7:20	8:50
7:25	8:55
7:30	9:00
7:35	9:05
7:40	9:10
7:45	9:15
7:50	9:20
7:55	9:25
8:00	9:30
8:05	9:35
8:10	9:40
8:15	9:45
8:20	9:50
8:25	9:55
8:30	10:00
8:35	10:10
8:40	10:15
8:45	10:20
8:50	10:25
8:55	10:30
9:00	10:35

*** Dismissal and drop-off times will not be affected. ***