

## TLC- UNPLANNED EARLY DISMISSAL POLICY

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

If the Superintendent decides to close school early due to causes such as inclement weather conditions, TLC Centers will also close. An Unplanned Early Dismissal is a non-scheduled event and should not be confused with a Planned Early Dismissal. When school dismisses early, children who regularly attend TLC Centers will be directed to go to TLC Centers as usual, but need to be picked up within **two hours of school closing**. Parents who may not work locally and/or believe they will have difficulty picking up their child within this two-hour period should identify a designated local person to pick up their child. This person should be listed in our TLC files as the authorized emergency contact. In some instances, the school administration may not close school early, but worsening weather conditions may force the TLC administration to close TLC Centers 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. **Drop-ins are not allowed on unplanned early dismissal days.**

**In all circumstances, a parent or designated alternate will be responsible for being aware of school and/or TLC time changes and are expected to pick up your child in the appropriate period. If a parent is unable to pick up their child themselves, please make arrangements to have an alternate contact do so. If alternate arrangements are made or your child is not attending on their scheduled day, please be sure to notify your child's center by email or phone as well as their individual classroom teacher. This will ensure a smooth dismissal process for all involved. TLC does not always get notifications from teachers, so including us on communication when it comes to a change in dismissal is strongly encouraged.**

TLC will send a Constant Contact email in the event of an early closure, but we do 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](http://www.tlctrumbull.com), and **click on the flashing Emergency button**, or listen to WICC (AM 60), WEBE (FM108), STAR(99.9 FM), watch WVIT/NBC Channel 30, WTNH Channel 8, or WFSB Channel 3 television for closing information, or register online 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.)

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

TLC Booth Hill	(203) 666-9253	TLC Middlebrook	(203) 666-9722
TLC Daniels Farm	(203) 666-9272	TLC Office	(203) 452-9626
TLC Frenchtown	(203) 666-9545	TLC Tashua	(203) 666-9749
TLC Jane Ryan	(203) 666-9556		

