**Matthews Elementary School**

**2023-24 Student Emergency Dismissal Form**

In the event of an emergency due to weather or any other condition requiring the termination or early dismissal of classes, the Superintendent of Charlotte-Mecklenburg Schools may suspend the operation of the school day. If Charlotte-Mecklenburg Schools are dismissed early FOR ANY REASON, school officials need to have information regarding how your child/children will reach home.

Matthews Elementary School Staff will be unable to make or receive telephone calls to individual parents in the event of early dismissal. There are not enough available lines or people to make the volume of calls that would be needed and telephone service may not be operational in such an event. Therefore, prior to completing and returning this form, **please give full consideration to all of the options you have available to you that would NOT include the necessity of a telephone call**. For example, you may wish to speak with several neighbors to determine one house where children from several families could gather after being dropped off at their regular bus stop. Keep in mind that if school does dismiss early the Matthews Elementary After School Enrichment Program (ASEP) and several other day care centers will close as well. Children who typically participate in our ASEP program, or other day care centers that close when Charlotte-Mecklenburg Schools dismiss early, will need to have another alternative. You may want to designate someone who could arrive at the school within 30 minutes of the announced dismissal time to pick up your child. The **person MUST be listed on the** **blue *Health Survey and Emergency Location Card***. You may want to establish a “telephone tree” within your neighborhood or circle of school contacts so that you can be assured of quick knowledge of an early dismissal announcement in order to activate your plan.

It is extremely important that, once you decide upon an emergency dismissal plan, you discuss the plan thoroughly with your child so that he/she feels reassured they will be safe even when the routine is disrupted. It is also important that a new form be filed whenever a change is needed. The school will make every effort to follow the plan that is in place at the time of the early dismissal.

\*\*Please complete your early dismissal and emergency dismissal plans on the reverse of this sheet.

Page 1 of 2

**MATTHEWS ELEMENTARY SCHOOL**

**2023-24 STUDENT EMERGENCY DISMISSAL FORM**

(please print)

|  |  |
| --- | --- |
| Student Name | Homeroom Teacher |
| Sibling at Matthews | Sibling’s Teacher |
| Sibling at Matthews | Sibling’s Teacher |
| Student Address | Home Phone |
| Parent 1 Name | Parent 2 Name |
| Parent 1 Work Location | Parent 2 Work Location |
| Parent 1 Work Phone | Parent 2 Work Phone |
| Parent 1 Cell Phone | Parent 2 Cell Phone |

***NOTE: The instructions on this form will remain in effect UNTIL the parent replaces it with different instructions.***

***I have read the information on page 1, given full consideration to all options, and discussed my chosen option with those involved (e.g., my child, other parents, designated pick-up driver, etc.). My child does understand what he/she is to do if school is dismissed early.***

***Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***



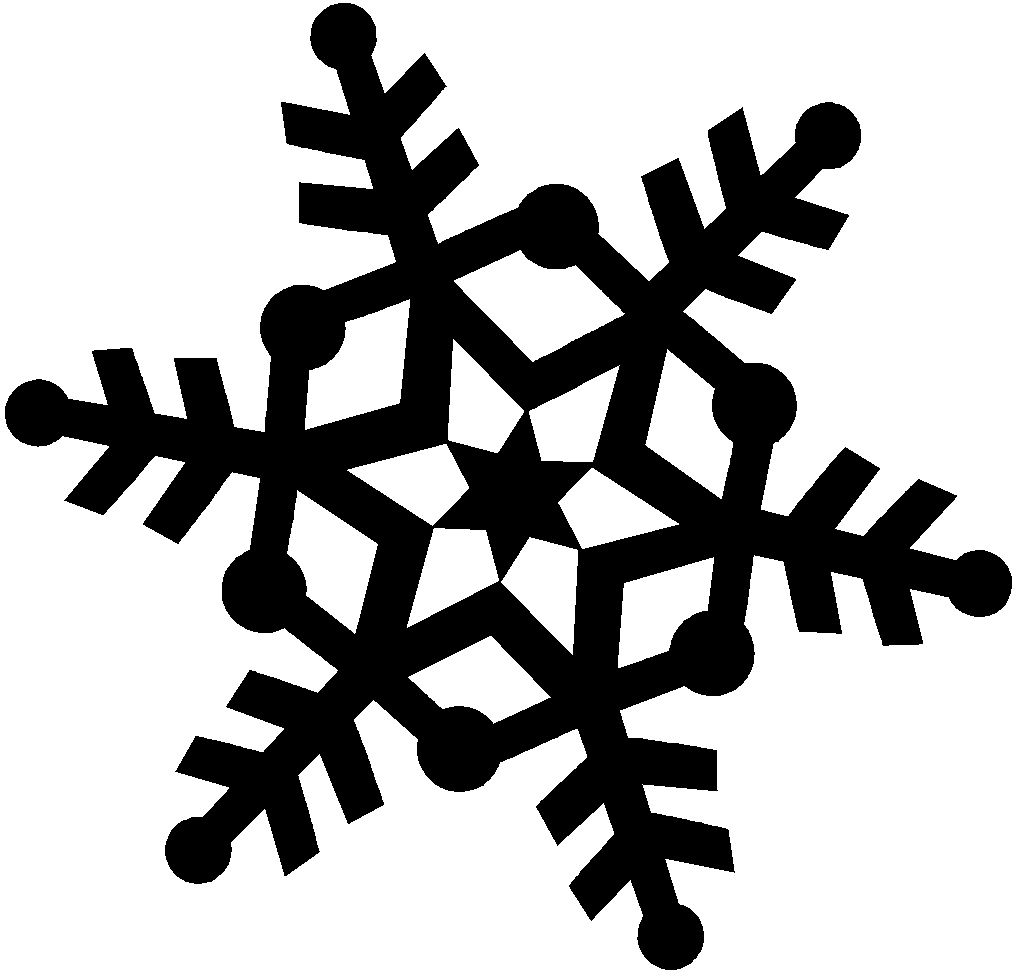
**IN CASE OF A SCHOOLWIDE EVACUATION DISMISSAL MY CHILD IS TO:  
(in this case all students would be moved to a designated alternate site)**

**Car Rider:**

\_\_\_\_\_ Ride in car; picked up by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \*Walkers will become car riders

**Bus Rider:**

\_\_\_\_\_ Child will be dropped off at the current assigned bus stop (Child must already be registered for a bus).



**IN CASE OF A SCHOOLWIDE EARLY DISMISSAL MY CHILD IS TO:  
  
(i.e. Inclement Weather)**

**Car Rider:**

\_\_\_\_\_ Ride in car; picked up by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \*Walkers will become car riders

**Bus Rider:**

\_\_\_\_\_ Child will be dropped off at the current assigned bus stop (Child must already be registered for a bus).

Page 2 of 2