



## **Snow/Inclement Weather Closing Procedures**

October 15, 2009

To: All Madison Country Day School Parents/Guardians

### **EARLY MORNING CLOSING PROCEDURES**

Madison Country Day School's Head of School will make the decision to close or remain open during inclement weather by 6:30 a.m. Please note that MCDS will never delay the start of the school day. Notification will be made to the following television and radio stations:

Channel 3 (WISC – CBS)

Channel 15 (WMTV – NBC)

Channel 27 (WKOW – ABC)

(Please look for the school in the alphabetical listing under “Madison Country Day School”.)

WIBA (AM 1310, FM 101.5)

HOT 105.9 (Janesville)

### **EARLY DISMISSAL PROCEDURES**

If a heavy snowfall occurs during the school day, we will stay in contact with the Waunakee School District to monitor if they are closing early (River Road is in the Waunakee School District). If we determine that we should close early, we will first send out an e-mail message informing you of our plans. Secondly, we will notify the above television stations who will list our closing time in their school listings at the bottom of the screen. Finally, we will find out what time First Student (our bus service) can arrive and call only the parents of children who ride the bus home to give them information on their child's estimated arrival time at home. In the event of an early dismissal, we will provide appropriate supervision until you are able to arrive to pick up your child.

We realize that our families commute from all over the region. If you feel that road conditions are deteriorating in your area, and you want to pick up your child(ren) early, please call and let us know you are on your way at (608) 850-6000.

If you have any questions on our inclement weather policies, please contact the MCDS school secretary, Beatrice Jones, at (608) 850-6000.