

Hello Crawford Bay Families,

It's that time of year when the weather can get exciting, so I am sharing our process in the event of an emergency school closure.

Schools might be considered for closure due to a long power outage, dangerous road conditions due to heavy snow, a problem with our water system, among other events.

For closures that occur prior to the beginning of a school day:

Once our Superintendent and Director of Operations have made the decision to close school for the day, the following will occur.

- We will **post a notice on our website with information about the school closure.**
<https://cbess.sd8.bc.ca/>
- We will email all families of the closure. If you are family who does not have easy access to email or internet, please inform the office of the best way to contact you in an emergency.
- If students have already left on the bus, we will telephone those students' parents.
- Depending on the situation, our school phone line may not have reception. The Principal can be reached through email at victoria.mcallister@sd8.bc.ca and our secretary can be reached at clerical.crb@sd8.bc.ca
- All updates will be emailed and posted on the website as they are determined.

For closures that occur once a school day has begun:

Once our Superintendent and Director of Operations have made the decision to close school for the day, the following will occur.

- We will inform you by email and post the information on our website.
- Staff will phone families to let them know what is happening and to note:
 - If the child is to be picked up or given permission to walk home
 - Any carpooling requests
 - Or if they will take the bus, if buses are running.
- We will try to send out buses to bring children home early, if possible. We will only put students on buses if parents or emergency contacts have been informed and parents of younger children are able to meet the earlier bus.
- Any students whose parents or emergency contacts have not been reached will be assigned to a staff person to wait at school. If school is not a safe option for some reason, we will muster at the Crawford Bay Community Hall, 16230 Wadds Road, and this information will be posted on our website.
- Any updates will be emailed and posted as they are determined.

Please reach out with any questions you may have,

Victoria McAllister