



## FOG DAY INSTRUCTIONS

1. The responsibility for declaring a 'Fog Day' lies with the school's administration. A decision will be made early in the morning, no later than 6:30am.
2. As soon as a decision has been made the Director, Mr. Moody, will phone the first person on each of the parents' emergency phone trees. (Parents are reminded to keep their copy of the emergency tree next to their phone, or save the relevant contact on their mobile).
3. Each person on the emergency phone tree must immediately phone the next people on the tree with the message "**Today is a Fog Day.**" Please restrict your conversation to this simple message because time is important!
4. If there is no reply from the parent you phone, please by-pass that person and phone the next parents on the tree. It is most important to do this, in order to ensure that the message reaches all parents. After a few minutes, try the person again and say that you have already passed on the message. If you cannot contact the person after several attempts, try again 10-15 minutes later. If you still cannot contact them, please simply inform the person at the top of your tree that your repeated attempts were unsuccessful.
5. In the event of a fog day, school will start exactly two hours later than usual. Your child will therefore be picked up exactly two hours later than the usual time. (Note: the school day will end at the usual time).
6. The school will contact school bus drivers who will start their pick-up run 2 hours later than usual. In the case of parents who use their own driver or taxi, it is the responsibility of those parents to contact their driver with the 'fog day' message.
7. If fog persists and it is necessary to postpone the start of the school day beyond two hours, the Director will send out further information by means of the phone tree. Further information will be sent out by 8:30 a.m. On fog days a parent should therefore remain at home until that time to await a further message.
8. If, despite the above precautions, any children arrive at school early on a fog day, they will be kept warm and secure in the Administrative Offices with Mr. Moody.
9. Please note that the administration will put safety first when deciding on whether to announce a fog day. **Under no circumstance will the decision, once announced, be changed.**
10. If parents who use their own transportation are worried about fog in their area of town and have not heard that a fog day has been announced, they should put safety first and keep their children at home. Please phone the school to let us know that you have taken this action.