



MEMORANDUM

DATE: December 20, 2004

TO: All Staff

FROM: J. Glenn Hopkins
President

SUBJECT: EMERGENCY CLOSING PROCEDURE

When weather conditions and other emergency situations make it unsafe for you, our students and their parents to travel, the Hopkins House Preschool Academy follows an Emergency Closing Schedule (ECS). The ECS is largely based on the emergency closing schedule of the Alexandria City Public School System.

In inclement weather or other emergency, please listen to the radio or television.

- If the Alexandria City Public Schools announce that schools in Alexandria will not open, the Hopkins House Preschool Academy will also not open that day;
- If the Alexandria City Public Schools announce a delay in the opening of Alexandria schools, the Hopkins House Preschool Academy will attempt to open on schedule or as early as possible that day; and,
- If the Alexandria City Public Schools announce that schools in Alexandria will close early, the Hopkins House Preschool Academy will remain open until the last child is picked up.

We do not want to risk the possibility that a child, a parent or one of our employees may be hurt while attempting to travel to the Preschool Academy in bad weather or other unsafe conditions.

Please ensure that Hopkins House parents and others are aware of this procedure.