

Dear Parents,

Please see the information below about emergency procedure and closings.

Emergency School Closings

Inclement Weather

Decisions regarding school closings because of severe weather conditions will be made by the Head of School. If it is determined weather conditions are too hazardous as to require closing the school, this information will be announced by several methods:

- An announcement will be placed on the website and on the school phone system (availability permitting)
- Teachers will initiate parent/student notification
- Area television stations

Emergency School Closings

Should weather or another emergency require school to close prior to normal hours, either a school staff member or your student's teacher will contact parents regarding pick up. Your understanding and cooperation are appreciated during emergency conditions.

Flu/Swine Flu

As you may know, flu can be easily spread from person to person. Therefore, we are taking steps to reduce the spread of flu in St. Stephens. We want to keep the school open to students and functioning in a normal manner during flu season. *However, we need your help to do this.*

If the flu becomes severe, we may take additional steps to prevent the spread such as:

- conducting active fever and flu symptom screening of students and staff as they arrive at school,
- making changes to increase the space between people such as moving desks farther apart and postponing class trips, and
- dismissing students from school for at least 7 days if they become sick.

For now we are doing everything we can to keep our school functioning as usual. Here are a few things you can do to help.

- ***Teach your children to wash their hands*** often with soap and water or an alcohol-based hand rub. You can set a good example by doing this yourself.
- ***Teach your children not to share personal items*** like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. Covering up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.
- ***Know the signs and symptoms of the flu.*** Symptoms of the flu include fever (100 degrees Fahrenheit, 37.8 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- ***Do not send children to school if they are sick.*** Any children who are determined to be sick while at school *will be sent home.*

For more information visit www.flu.gov or call 1-800-CDC-INFO for the most current information about the flu. We will notify you of any additional changes to our school's strategy to prevent the spread of flu.

Kindly,

Betty Sierra