St. Catherine's Elementary School

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www.stcatherines.ca

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FAN-OUT INFORMATION

Families are not called for school closures that occur outside of school hours (e.g. overnight snowfall). Parents will be responsible for checking the school website, listening to CKNW 98 on the radio, or checking our school Facebook page for information on school closure. If school is closed due to a power outage, the Fan-Out will be instituted as it will not be obvious that there is potential for school to be closed. Parents are responsible for: (a) checking our website www.stcatherines.ca (b) listening to CKNW 98 on the radio, or (c) checking our Facebook page.

Fan-Out calls will be made for school closures that occur during the school day.

It is extremely important that we have the correct information for the parent Fan-Out list. We will use the emergency list numbers that you provide on the emergency form.

Please provide those three numbers on the emergency form in order of priority to call. These numbers need to be ones that **will be effective 100% of the time** in the event of a school closure/emergency that occurs during school hours. Cell numbers are good. If you move, change phone numbers or service providers, please contact us and update your information.

Our Fan-Out phone list is used for the phoning tree, emergency information, school closures, school help, etc. Family lists and class lists will be given out only to school staff and the Fan-Out tree volunteers to inform parents of the above. We will ensure that anyone who has a list is aware that it is in no way to be given out to anyone else or to be used for any other purpose than the above, and is to be kept confidential.

I provide the emergency contact information for use on the School Fan-Out list. I am aware that these numbers will be distributed to a select group of parents to run the Fan-Out Program.

Family Name _____

Student/s Name/s _____

Parent Signature _____