



To: All Liverpool BASCOL Parents/Guardians
From: Candace B. Edwards, Executive Director
Date: November 6, 2017
Re: SNOW DAYS

As winter approaches, this is a reminder of how BASCOL operates for all registered BASCOL children when normal school hours are altered due to weather or other conditions. The following highlights are BASCOL's procedures during these special days when the weather is too severe for school to continue, but great for an exciting special day at BASCOL.

Please Note: Additional Fees for Extended Child Care hours may apply. Please see page 11 of your BASCOL Parent Handbook.

IF there is a delay in the time school opens:

THEN:

- BASCOL opens at 6:30am and remains open with activities and programming until the time the school day begins.
- **BASCOL can only guarantee room for a child that is regularly scheduled for that morning. If your child does not attend all mornings, attends after school only or is SHO PLUS, we cannot guarantee room for your child on a school delay.** You will need to call the BASCOL Office at 7:30am or call the Emergency Pager at 315-467-3872 to see if we have space to add your child to our program. If you show up at the site without calling the BASCOL Office first, your child may not be able to stay due to maintaining staff to child ratio.
- **PLEASE NOTE: If Liverpool goes from a delay to a closing children will be bused to their designated BASCOL full day sites according to the chart on page 6 of your parent handbook and as listed below in memo.**

IF The district decides that school will not open due to snow or other conditions prior to the start of school:

THEN: BASCOL is open to all registered BASCOL children from 6:30am until 6:00pm at your child's designated full day site.

- If your child attends **DDE, LBE, LE or NPE**, take your child to **Liverpool Elementary** as this is your child's full day site this year.
- If your child attends **CHE, EE, MRE, SRE, or WFE**, take your child to **Morgan Road Elementary** as this is your child's full day site this year.

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- **Please pack a lunch**, including a beverage for your child.
- BASCOL will serve a morning breakfast and afternoon snack as usual.
- Please pack outdoor clothing for your child. The temperature outside dictates how long we play outside, but we usually go outside, even if for just a few minutes, to play in the snow. Hats, gloves or mittens, snowsuit, boots, extra socks and pants are needed to ensure your child is warm and dressed appropriately for outdoor play. Please be sure to pack these for your child every time there is a snow day **and daily at BASCOL during snowy months.**

IF the school district calls for early dismissal once school has begun:

THEN:

- a. When school is dismissed **BEFORE 12 NOON:**
 - Your child will be bussed by Liverpool District Buses to his/her BASCOL **FULL DAY SITE** (see list above).
 - The BASCOL staff will be at the school prior to dismissal to gather the BASCOL children, take attendance and escort them to the correct bus for transport. BASCOL staff will also be at the full day site when the bus arrives to escort the children off the bus; take attendance once again; and be with your child as the snow day fun begins!
 - **PLEASE NOTE: Children will be bused to their designated BASCOL full day sites according to the chart on page 6 of your parent handbook and as listed in this memo.**
- b. When school is dismissed **AFTER 12 NOON:**
 - BASCOL begins immediately upon the early school dismissal **at your child's home school**. Children go directly to the BASCOL room as usual when school is dismissed.
 - **BASCOL can only guarantee room for a child that is regularly scheduled for that afternoon. If your child does not attend all afternoons, attends before school only or is SHO PLUS, we cannot guarantee room for your child on an early dismissal.**

BASCOL is open at 6:30 am until 6:00 pm whenever school is closed or normal school hours are altered. **However, in case of an extreme emergency, if BASCOL were to delay or close, it would be announced on local television and radio stations, as follows:**

**TV stations = WSTM-TV3, WTVH-TV5, & 9WSYR.
Radio stations = Y94, WHEN, 107.9, B104.7 and WSYR.**

Please feel free to contact the BASCOL Office @ 315-622-4815, if you have any questions, comments or concerns.