

**MIDDLETOWN PRIMARY SCHOOL**

403 Franklin Street  
Middletown, Maryland 21769  
Phone: 240-566-0200  
Fax: 240-566-0201



**Mark E. Pritts**  
Principal

**Randy J. Perrell**  
Assistant Principal

**Tara J. Hathaway**  
Administrative Secretary

Dear Parent/Guardian

In the event of an early school closing due to unforeseen emergencies such as inclement weather, lack of power, etc., we would like to clarify the procedures your child should follow at dismissal time. Please indicate below dismissal plans for your child in the event of an unexpected early dismissal. **Due to the increased demands on our school staff when we must dismiss early, we will not be able to honor requests to notify parents in the event schools are closing early.** Please make arrangements for your child to go to a neighbor, etc., if school closes early and you are not home. If the weather is inclement please stay tuned to a local radio station.

\_\_\_\_\_ Follow the normal dismissal routine.

\_\_\_\_\_ Follow these special instructions: \_\_\_\_\_

Our main concern is your child's safety and well-being. Please talk with your child about what to do so he/she understands why this alternative plan may be different from the normal dismissal procedure. This will help them to remain calm and feel secure during these unexpected circumstances and avoid unnecessary phone calls. Thank you for your assistance and prompt response to this request.

Sincerely,

*Mark E. Pritts*  
Mark E. Pritts

Child's Name: \_\_\_\_\_

Child's Homeroom Teacher: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

***Please Return This Form To Your Child's Teacher***

***"A Great Place to Come and Learn"***