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#WeAreSachem

Sachem Central School District

Cayuga Elementary School

September 2019

Dear Parent or Guardian:

The Commissioner of Education's regulations require all school districts to maintain an Emergency Management Plan. According to this plan we must hold an annual drill to test the early dismissal/sheltering aspects of the plan. This drill is scheduled for Friday, October 4th, when schools will dismiss fifteen (15) minutes earlier than normal dismissal time. For Cayuga this means dismissal will be at 3:00 instead of 3:15. Please make appropriate arrangements for the early arrival of your children.

This practice drill helps to train our staff and students in order to have the proper response in case of an emergency. Included in our responses are how to evacuate the building when the fire alarm rings. During a tornado alert our response would be to shelter everyone inside the building.

The Child Care program will operate as normal on Friday, October 4th with these students entering their Child Care activity 15 minutes earlier than usual. Parents should pick up their children at the Child Care center at their usual time.

If you have any questions regarding this matter, please contact me at 471-1800. I appreciate your cooperation.

Yours truly,

Matthew P. Wells
Principal

Cayuga will dismiss at 3:00 pm on Friday, October 4th.

Please make appropriate arrangements for the early arrival of your children.