

November, 2010

To: Elementary Principals  
From: Robin McConnell  
Subject: **Guidelines for a Two-Hour Delay Opening**

Below is a re-publication of the Guidelines for a Two-Hour Delayed Opening. Please distribute via school mailing to parents. On delayed openings, AM kindergarten will be canceled. Remember that you may need to alter your lunch schedule a little and shorten the lunch recess. If you have any questions, please call. Thanks.

**GUIDELINES FOR A TWO-HOUR  
DELAYED OPENING**

In order to maintain a consistent interpretation, the following procedures have been established for operating the elementary schools on a two-hour delayed opening. Most of the guidelines pertain to the kindergarten program since that is the area most greatly affected by a two-hour delayed opening.

**KINDERGARTEN PROCEDURES**

AM kindergarten will be canceled on days when we have a delayed opening.

**BREAKFAST**

No breakfast is served on a day where there is a two-hour delayed opening..

**PROCEDURES FOR THE REMAINDER OF CLASSES**

All other classes will follow their revised two-hour delayed opening schedule. Special attention should be given to the scheduling of language arts and mathematics.

Cc: Waters/Directors/Supervisors/Pulcini/Food Service/Durante/Laubach/Lukens/  
Connolly/Littlewood