

# EMERGENCY CLOSING PROCEDURES

## St. Matthew Parish Religious Education



In the event that St. Matthew Parish needs to cancel Religious Education Classes or other activities, the following procedure will be utilized.

St. Matthew Staff will report the facility closure to the Emergency Closing Center ([www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)). We strongly recommend that you go online to this site and subscribe to email updates. We are listed as St Matthew Parish Schaumburg (*see below for sample view*).

Depending on the nature of the closure, we will attempt to update the Religious Education Office **(847-891-1220 x 105)** voice-mail message to indicate the closure. We will also attempt to directly email all families scheduled for class. This may not be possible when our closure is related to a power outage. Therefore, we will consider our reporting to the Emergency Closing Center as our primary means of notification.

In the event of dangerous weather conditions, we recommend that you check the Emergency Closing Center before coming for class. We will always try to provide as much notice as possible; however, there may be times when conditions require us to close due to power failure or other safety concerns.

In addition, please take into consideration the weather conditions where you live. If you do not feel that it is safe to bring your child(ren) to class, please use your good judgment. We do ask that you call us to inform us of the absence; however, we understand that road conditions can vary greatly in the area and trust that you'll use your good judgment in deciding whether or not to come to class.

While we don't anticipate the need to cancel classes, weather or other safety concerns may cause us to do so.