



Saint James  
Elementary School

30 Peters Place  
Red Bank, NJ 07701

Mrs. Janet P. Dolan  
Principal

Office Hours:  
Monday-Friday 7:30 am to 4:00pm  
(732) 741-3363

**Emergency Management Notification Form 2003-2004**

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
**Homeroom:** \_\_\_\_\_

If an early dismissal occurs due to weather or any other circumstance, my child is to

- wait at school until the emergency contact arrives.
- go home on the school bus. We have discussed a plan to be followed by my child in the event no one is home upon his/her arrival.

Any changes to these procedures require the completion of a new form for each child. Please return the updated form to the Business Office.

My child is aware of the above procedure he/she is to follow.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Emergency Contact Information**

The information below will be used by the PTA to contact you in the event of a weather closing or any other emergency closing. **(PLEASE PRINT OR TYPE)**

<b>STUDENT'S HOME PHONE NUMBER:</b>	
Mother's Name:	Father's Name:
Business Phone:	Business Phone:
Work Schedule:	Work Schedule:
Cell Phone:	Cell Phone:

Please list two additional back-up contacts in case we cannot reach you by phone. These contacts are authorized to pick up your child from school if your child's emergency procedure is to remain at school.

Name	Phone No.:	Cell Phone No.:	Relationship to Child
1.			
2.			