



Superintendent Memorandum

To: Fairfield Public Schools Staff
From: Michael Cummings
Date: September 3, 2021
Re: Delayed Opening and Early Dismissal Information

In the event of a delayed opening, please adhere to the following:

Delayed Opening	
PK	No AM classes
Lunch	Lunch is served, K-12
School Secretaries	Arrive 45 minutes before student start time
Central Office Secretaries and Staff	Arrive 75 minutes after normal start time unless notified by the Executive Director of Human Resources and Legal Services
Custodians	Arrive as close as possible to normal start time, but no later than 75 minutes before student start time
Before School Care	Canceled
Before School Building Use/Activities/Athletics	Canceled

In the event of an early dismissal, please adhere to the following:

Early Dismissal		
	Planned	Unplanned
PK	No PM classes	
Lunch	Lunch for K-8, no Lunch 9-12	
School Secretaries	Leave 45 minutes after student end time	
Central Office Secretaries and Staff	Follow District Employee Calendar	Leave at same time as elementary secretarial staff
Custodians	Custodians will work a full shift	Custodians may be called in early to complete their shifts earlier in the evening once students and staff are released. That decision will be made on the day of event by the custodial supervisors
After School Care	Continue as scheduled	Canceled
After School Building Use/Activities/Athletics	Continue as scheduled	Dependent on conditions
Note: Early Dismissal decision made by 9:30am. Communication to staff, families, media, BOE, town.		