



Preparatory & Continuing Education Department

Memorandum

To: Preparatory Parents and Students
From: Preparatory Department
Date: November, 2011
Re: **Snow Closing** Information

With winter drawing upon us, it is time to start thinking about snow closings. Although the CIM Prep department would always prefer not to cancel classes or events, we are dedicated to safety first. We will always attempt to cancel events at the earliest feasible time. Once a decision has been made, the following will happen:

1. The CIM website at <http://www.cim.edu> will have closings listed on the first page.
2. The CIM Weather Hotline at **216-795-3170, ext. 676**. (You must enter extension 676 in the automated system to receive the most up-to-date information). Please do not leave a message on this extension.
3. Channel 3 News (WKYC) will be notified. Check iAlert closings listed on TV or on their website, which is http://www.wkyc.com/weather/severe_weather/cancellations_closings.

The above measures will be taken in order to keep everyone informed of school and branch closings. Preparatory faculty has also been informed of these procedures and has been instructed to contact their students in the case of CIM Main or Branch closings.