

Early/Head Start Class Cancellation Procedure

When a classroom must close due to a teacher absence, special classroom circumstance (ex. no water, no heat, power outage, etc.), or **weather (only when approved by Head Start Director):**

Teacher Responsibilities:

1. Lead Teacher will contact their Site Leader, FDS and cook.
2. Parents should be texted or emailed from ChildPlus. **At this time, and out of our control, texting can only be achieved on the desktop version of ChildPlus, on a Surface or Desktop computer.** Lead Teachers need to have a **Surface** at home to have access to text families from ChildPlus. If your daily classroom duties (attendance, meals, contacts, DRDP, etc.) can be achieved without the “home” Surface, it may be left at your home. Otherwise, you will need to transport it back and forth daily. **Classroom tablets do not support ChildPlus Desktop and cannot be used for texting/emailing families from ChildPlus.**
 - a. Under “Reports,” select “Send Email/Text/Letter”, then select the message you want to send. Under “send via,” it is best to choose “email and text”, and to “Primary and Secondary Adult” in order to cover whatever parents have opted in for, plus it helps if phones are shut off.
 - b. **IF** a parent has opted out of being texted or emailed (when you open the text message, this will be listed under the “reason” column when you click “view individuals”), you **MUST** call them. These separate phone calls will need to be recorded under contacts. (Text/email messages sent via the ChildPlus are automatically recorded in the communication log.)
 - c. **ALL classroom team members** should have an up-to-date class list with contact information **at their home**. In the event that the Lead Teacher is unable to contact parents through ChildPlus or make phone calls due to absence, the teacher associate will need to call families. **ChildPlus Report 2110 (Master List of Participants)** is what you will need to have available.
3. The cancellation can be posted on Class Dojo or messaged to parents through Dojo. This is an additional notification and **cannot** be your primary way to contact parents (it is good to use though as it does show you who viewed that Dojo message).
4. **If you do need to call from your personal cell phone and do not want parents to have your number, dial *67 before the number you want to call and this will block your caller ID for that specific call on most carriers.**

Site Leader Responsibilities:

1. Site Leader will notify the public preschool of a Head Start class cancellation if we have shared children that are bussed by the school district.
2. Site Leader will notify the Leadership team and the Administrative Specialist will record the closing for OHS tracking.