

Inclement Weather Guidelines

As a normal practice, Head Start and Early Head Start Programs are always in session. They are only cancelled in an emergency or when the conditions are so extreme that the city is considered “closed” (this is very rare). Remember, our programs are not just preschool, but also childcare for parents who work or attend school. We are open for our families that need childcare and **you can and should do some planning prior to anticipated inclement weather days.**

Guidelines for Inclement Weather Days:

- Teachers may talk to parents face to face or by phone the day prior to “predicted” inclement weather to ask what their plans will be for work or school the next day. Teachers need to make contact with **each** family. Parents should be reminded that the center **will be open** if there is a need for HS/EHS childcare and that we are asking in order to see what their childcare needs will be.
- Lead teachers are responsible for planning/organizing the staffing of the classrooms according to the parent needs. A designated staff member should plan to open the classroom.
- All teachers should have family phone numbers at home and leads should have their Surface with them as well.
- Child-staff ratio needs to be maintained as always.
- Staff are expected, and should attempt, to come in and not assume the conditions are too bad before saying they can’t make it in. Staff should plan accordingly for the extra time that may be needed to get to work.
- Staff will be unpaid if they cannot make it to work unless they choose to use their personal day or happen to have enough vacation to cover the next layoff period. Staff cannot work additional hours during the week to make up the time, unless approved by supervisors.
- If a teacher is not needed because their classroom has needed to close down, they may be needed for staff ratio in another classroom. Please work with your site supervisor to keep classrooms open if at all possible.
- Teachers should be available to fill in if needed in other classrooms. For example, when staff live a distance from the site, and may not be able to get in, it makes sense to have staff who live in town to help out as needed.
- Part Day classroom teachers should remind parents that if public school is delayed or canceled, Head Start Part Day classrooms (both morning and afternoon) will still be open if they need us for childcare.

Inclement Weather Days=Weather forecasted that may close factories, restaurants and other places of business where our parents work or if parents will not be attending school and do not need childcare.

Your teamwork and cooperation is appreciated!