

## Procedure for Weather Days

- A. Based on current local weather conditions, the Center Teacher and Bus Driver, or Home Visitor, will use their own discretion when to cancel school due to snow, ice, visibility or wind chill factor.
- B. If Head Start activities are cancelled due to snow, ice or visibility, prior to the start of classes, staff are not required to report to work. Staff will be paid for the hours normally worked.

If Head Start activities are cancelled due to wind-chill, staff will report to work at the usual time or if already at work, staff will remain at work.

In order to meet the maximum of Child Service Days, any “make-up” days will be held during regular paid staff work days of the calendar year. “Make-up” days must be re-scheduled as soon as possible.

- C. Unit staff will notify the Education Coordinator when a weather day is taken. The Education Coordinator will notify the Office (Executive Director) when a Unit cancels activities for a weather day.
- D. Due to inclement weather, if Head Start activities are cancelled after classes have started, children will be dismissed. Staff will continue to work unless deteriorating weather conditions (blizzard, heavy snow) require them to leave.
- E. If A.M. classes are cancelled and P.M. classes are still scheduled, staff will report to work at the usual time.
- F. If the Executive Director closes down the entire Program area operation due to an impending or current weather situation, it is considered an “Administrative Day” and it will not be considered a “weather day.”

An “Administrative Day” is considered a “make-up” day if it uses a day reserved for child services. An “Administrative Day,” called by the Executive Director, is used only in extreme situations when the entire Program area needs to be closed down.