

**COMMUNITY ACTION COMMITTEE OF PIKE COUNTY
POLICY MANUAL**

941 Market St., Box 799, Piketon, OH 45661

**SUBJECT: EARLY CHILDHOOD
INCLEMENT WEATHER**

**SECTION: 09.01.00.08
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**EFFECTIVE DATE: August 29, 2017
APPROVED BY: Executive Director
APPROVAL DATE: August 29, 2017**

**SUPERCEDES: 09.02.00.00
ORIGINAL DATE: January 4, 2010**

DIRECTIVE:

To establish a procedure to be followed by Early Childhood staff in the event of school closings

PROCEDURE:

Early Childhood Part Year Staff:

Staff will report to work if classes are cancelled. An alert roster is maintained by the Education Services Manager as a means for drivers to contact each other. The alert roster also serves as a means for contacting supervisors, radio stations, food service, and transportation when classes are cancelled. Staff should always report to work on their office day.

Early Childhood Full Day/Full Year Staff:

Full Day/Full Year Classes will be in session if the agency is open. Full Day/Full Year staff will report to work as scheduled. Parents should be contacted to ensure services are needed for the day. Upon finding out how many children will be in attendance, staff will contact food service to let them know how many meals will be needed.

Home Visitors:

Home Visitors shall make home visits if weather permits. Home Visitors will determine if roads are accessible. If unable to make home visits, parents shall be called to reschedule visits as soon as possible. The preschool Home Visitors will report to work even if they feel they cannot make home visits.

If class is in session and it begins to snow very hard:

- Site Supervisors with the help of other staff, will contact parents and other resources in different parts of the county to determine road conditions. If there is adequate information regarding the conditions of a road, the Site Supervisors will contact the Director with information to help her decide whether or not to cancel center sessions. If classes are dismissed early, children will be transported home. Teachers or a designee must contact parents to let them know if their child will arrive home early.

RESPONSIBILITIES:

The Education Services Manager will ensure an alert roster is completed for staff to follow in the event of agency closings. Staff without phones will have to rely on the radio for information. Staff choosing not to have their phone numbers on the alert roster will need to have an alternate plan discussed with their supervisor.

All Early Childhood staff will be required to report to work. However, if staff feel driving conditions are unsafe, they will need to have personal or vacation time approved by their supervisor.

It is the responsibility of the Early Childhood Director to determine when and if classes should be cancelled. Typically, the Early Childhood Program will follow local school districts decisions about closing school for inclement weather.