

Procedure for Inclement 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 or visibility.
- B. If normal in-person Head Start activities are cancelled due to snow, ice, visibility, or wind chill (below -30°F). Staff should plan a make-up day in person.

Any “make-up” days will be held during regular paid staff workdays of the calendar year. “Make-up” days must be re-scheduled as soon as possible.

- C. Unit staff will notify the Education Coordinator when an inclement weather day or make-up is planned. The Education Coordinator will notify the Office (Executive Director) when a Unit cancels activities for an inclement weather day or plans a make-up 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. Bussing will run in town only when wind-chill is below -20°F.
- G. If the Executive Director closes down the entire Program area operation due to an impending or current inclement weather situation, it is considered an “Administrative Day” and it will not be considered an “inclement 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.

- H. Office staff will abide by Aberdeen center procedure regarding cancellations and late starts.

Revised: 10/22