

Center Based Late Start Procedure for EHS/HS/ECEAP

Inclement weather is not predictable; therefore, in an effort to support classes in reducing the number of potential make-up days due to inclement weather, the following procedure has been created. In the event that school districts are on a delayed start, all preschool classes will be open on a delayed schedule and will adjust their day in order to provide preschool services; ex: if normal start time is 8:30 a.m. and the district is on a 2-hour delay, then preschool will adjust its start time to 10:30 a.m. (with the exception of Madrona).

Parent Notification: Teachers and Family Advocates will create a communication plan to parents. All parents will be notified in a timely manner of closures or delay starts.

Staff Schedule: Staff will arrive at site when able taking into consideration personal safety when traveling. Staff will need to arrive 2 hours or sooner to their typical starting time. The time difference will be made up or staff can take sick leave. Should the Lead Teacher and Assistant Teacher be unable to arrive at the site to support a delayed schedule, their class will be canceled, parents notified and a make-up day will be scheduled. All double sided AM sessions will be canceled and be made up at a later date. All staff should use best judgement when traveling to their sites and will communicate with their supervisor if road conditions prohibit them from arriving at specified late start time.

Third Persons: Substitute Coordinator will communicate delay to 3rd persons. Third persons should arrive in time to prepare lunch at the normally scheduled time.

Schedules: Teachers will create a 2-hr delay schedule working around when lunch is served and when outside time is available. Please work with your school to determine an approved outside time for 2-hr delay days. Consider a snack at the end of the day, in place of the breakfast that we normally provide at the beginning of the day.

Central Kitsap School District

Lunch: Will be available at the same time as regular school days. Please work with your local school's kitchen when creating your 2-hour-delay schedule.

Transportation and Special Services: No bus service from preschool to Developmental Preschool or special services. Parents will need to know to pick up their child and transition them to Developmental services if located off-site. Children receiving on-site services will be transition to their appropriate class by Head Start/ECEAP staff at the typical or adjusted time determined by the district. PM Developmental Preschools will run on the normal schedule.

South Kitsap School District

Late start Wednesdays, school starts two hours from normal school day start time.

Lunch: Will be available at the same time as regular school days. Madrona and Givens food delivery will be delivered at the same time as a regular school day. Sites other than Givens and Madrona, please work with your local school's kitchen when creating your 2-hour-delay schedule.

Transportation: No Midday transportation to school. Parents will need to know to pick up their child and transition them to Developmental services if located off-site.

Special Services: Children receiving on-site services will be transitioned to their appropriate class by Head Start/ECEAP staff at the typical or adjusted time determined by the district.

- Manchester Developmental Preschool will run on the school's schedule
 - Madrona Developmental Preschool will run on normal time.
-

North Kitsap School District

Lunch: Will be available at the same time as regular school days. Please work with your site's kitchen when creating your 2-hour-delay schedule.

Special Services: If services are scheduled before class starts (due to delay), they will be rescheduled for another day. PM Developmental Preschools will run on the normal schedule. Children receiving on-site services will be transition to their appropriate class by Head Start/ECEAP staff at the typical or adjusted time determined by the district.

North Mason School District

Lunch: Will be delivered around 10:30a depending on the type of weather delay. No breakfast will be served on these days, just lunch and snack.

Transportation: ECEAP PM class busing will run on a normal schedule (to center and home).

Discovery Early Head Start

Follow school late start and closure schedule.

Site	Elementary Normal Start Time	Preschool Normal Start Time	Elementary 2-Hr Delay Start Time	Preschool 2-Hr Delay Start Time	Preschool Lunch Time	Elementary Pickup	Preschool Pickup
North Kitsap							
Wolfe	9:20am	9:30am	11:20am	11:30am	12:10pm	3:50pm	3:00pm
Central Kitsap							
Jackson Park	8:20am	8:30am	10:20am	10:30am	11:15am	2:35pm	2:00pm
Esquire Hills	8:20am	8:45am	10:20am	10:45am	11:45am	2:35pm	2:15pm
Green Mountain	9:10am	9:00am	11:10am	11:00am	11:50am	3:25pm	2:30pm
PineCrest	8:20am	8:45am	10:20am	10:45am	11:00am	2:35pm	2:15pm
Woodlands	9:10am	9:30am	11:20am	11:30am	11:30am	3:25pm	3:00pm
South Kitsap							
Madrona		9:30am		10:30am *	11:15am		2:00pm
EPO	8:35am	8:35am	10:35am	10:35am *	10:15am	3:10pm	2:05pm
Givens AM		9:00am		Cancelled			
Givens PM		1:00pm		1:00pm	3:00pm		3:30pm
Manchester AM		9:10am		Cancelled			
Manchester PM	9:05am	1:00pm	11:05am	1:00pm	2:55pm	3:40pm	3:30pm
Olalla	9:05am	8:50am	11:05am	10:50am	11:30/12:20pm(W)	3:40pm	2:20pm
North Mason							
Theler Head Start		8:30am		10:30am	11:40am		3:30pm
Theler ECEAP AM		9:00am		Cancelled			
Theler ECEAP PM		1:00pm		1:00pm	1:10pm		4:00pm

* EPO will start their day by serving lunch (location TBD)