

Purpose: To outline current Inclement Weather Practices for Early Learning Department staff.

Guidance:

Center Based Classrooms:

- Part Day and Full Day programs: If the school district you are working in is closed, your work site is closed and class will be canceled.
- Delay Part Day: If the school district has a 1 or 2-hour delay, all sites (both AM and PM classes) will be canceled.
- Delay Full Day: If the school district has a 1 or 2-hour delay, all full day programs will operate with 1 or 2 hour delays in alignment with district guidance.
- Watch your district announcements regarding closures or delays.

Center Based Staff:

- For any classroom delay or closure, staff can choose to work from home for their entire calendar hours or take emergency leave. Staff must communicate with their supervisor prior to using leave.

Home Based Procedure:

- Staff should use their best judgement when traveling to their office space or home visits. Staff must communicate with their supervisor if road conditions prohibit them from completing work activities.

Home Based Staff:

- Staff can choose to work from home for their entire calendar hours for the day or take emergency leave.