

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Program Design & Management	PC Approval Date: 1/20/22
Title: Inclement Weather & Cancellation of Services	Updated: 1/20/22
Policy #: HS-50	NI Board Approval: 3/17/22
Forms Required: N/A	
Performance Standards:	Page 1 of 2

Policy:

It is the policy of NeighborImpact to operate in most weather conditions that are typical to Central Oregon. Sites are closed or classes are canceled only under extreme adverse conditions that are hazardous.

Procedure:

NeighborImpact follows the school district closures for the Early Head Start and Head Start Centers. The Transportation and Safety Manager communicates with area school districts to communicate school closures and delays.

If a closure occurs the Transportation and Safety Manager begins the Snow list communication.

- Employees are still required to report to work. If a staff person feels, it is unsafe then supervisors **may** approve the use of Personal Leave, Vacation Leave or assign alternate work sites for employees who feel they are unable to report to their regular work site due to weather conditions.

Head Start Services:

- If the school district in a service area cancels school, Head Start classes will be canceled.
- If the school district in a service area has a two-hour delay, morning Head Start classes will be canceled and afternoon classes will run as usual. Full day classes will start two hours late.
- If Head Start classes are canceled, Family Night/Policy Council will also be cancelled.
- Full day classes: Cereal and milk are offered to children as they arrive to school when there is a delay, no meal count needed.
- Parents will receive a text message when there is a two-hour delay or cancellation.

Sites with Transportation: Should classes remain open and the temperature is 20 degrees or less, the following will occur:

- Bus driver(s) will monitor the outdoor thermometer at the Head Start site
- At 20 degrees or lower bus drivers will implement the call list for families who cannot see the bus from their home or who walk to a pick up point
- The bus monitor will call those families several minutes prior to arriving to notify them the bus will arrive soon.

EHS Services:

- In a two-hour delay any home visits scheduled before 10:00 AM will be conducted virtually.
- When HS classes are canceled, any home visits scheduled for the day will be conducted virtually temporarily and socializations will be cancelled.

Early Closures

- If a decision for early closure is made, the Director will notify the Leadership Team who will notify staff of the early release. Consistent with the NeighborImpact Personnel Policy B-22.0, "When in the judgment of the Executive Director weather conditions require the closing or curtailing of offices or centers after an employee reports to work, the employee or employees may be released but will be paid

for the remainder of the work shift.”

NeighborImpact Agency closure, refer to Leave Due to Inclement Conditions with Chapter 5, Employee Handbook.