

 Policy #: A-9	Effective Date: 1/24/96	Page #: 1 of 2
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COMPONENT: ADMINISTRATION

SUBJECT: MAKE-UP DAYS TO MEET MINIMUM DAYS OF SERVICE REQUIREMENTS DUE TO INCLEMENT WEATHER

PERFORMANCE OBJECTIVE: Regardless of program option, the grantee must have plans to make up class or home visits that were canceled by the grantee or program staff, when this is necessary to meet minimum days of service requirements.

OPERATIONAL PROCEDURE:

SCHOOL CLOSINGS: Head Start centers will follow the county public school system schedule for closing centers during inclement weather. Staff is instructed to listen to local radio or area television station announcements of system closures in order to know whether to expect center operation during inclement weather. Parents are informed of this practice in the Head Start “Parent Handbook”. **Extended care will be open on a daily basis unless otherwise deemed necessary by management.**

All extended classrooms will close if public schools are closed due to inclement weather. Staff are not to report to work.

The program schedule is designed for staff to take annual leave during fall, Christmas and spring breaks as noted on each classroom calendar. The annual, sick, and without pay leave policy remains in force. Staff may be sent home at the discretion of the Director or management staff.

EARLY DISMISSALS:

Once centers are open, if weather dictates early closure, transportation will be the bus driver’s discretion with permission from the Central office. Extended Care classrooms **will remain open.**

For the purpose of counting an early dismissal day as a teaching day, lunch must be served prior to dismissal. The lunch schedule may be set earlier than normal in order to feed the children a hot lunch and get them home safely.

Head Start staff will follow specific procedures in the Emergency Plan that could affect the safety of the children, who are being transported such as ice, water build up, natural gas line breaks, or emergency road crossings.

MINIMUM SERVICE DAYS REQUIREMENT:

The local Head Start program operates under the “Center Based” option, a four day or five per week operational schedule which carries a minimum requirement of 145 classroom days, according to federal guidelines. Extended Care classrooms will operate five days per week for 180 days per year. Extended Care State collaborated classrooms will operate 5 days per week for 180 days per year.

REQUEST FOR WAIVER:

If it is determined that it is impossible to make up missed classroom operational days due to extended closure beyond the control of the program, a waiver will be requested by the program Justification and a narrative describing efforts which have been made to meet the minimum service days requirement will be submitted to the federal program specialist.

MAKE-UP DAYS PLAN:

If classrooms have unscheduled closings the Education Manager will schedule days to be made up before the end of the program year, **to include spring and fall break.**