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**Subject:** Emergency School Closure

**Source:** Early Head Start Performance Standards

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## **Policy**

Early Head Start will follow the WFISD's decision regarding school closures due to inclement weather. Early Head Start will be able to proceed in a consistent manner when the decision is made to close school.

## **Procedure**

1. All Staff need to watch the local television stations for school closures if weather appears inclement.
2. If there is a one-hour delay with the WFISD, Early Head Start delays classes for one hour and resumes classes as scheduled.
3. If there is a two-hour delay with the WFISD, Early Head Start delays classes for two hours and resumes classes as scheduled.
4. Direct service staff will educate parents to listen to the radio and/or television for school closure information.
5. All staff is expected to report to work as soon as possible unless arrangements with Center Coordinator are made.
6. If WFISD is in session the Early Head Start Director will make the final decision as to whether the program will be closed or delayed.
7. If the school district is not in session, the Early Head Start Director, Center Coordinator and Program/Education/and Disabilities Manager will communicate and confirm whether or not school should be closed. At that time, the Center Coordinator will let the direct care staff know how to proceed.