

 Policy #: A-4	Effective Date: 6/22/10	Page #: 1 of 2
Ref#: 1306.32 (b)(3)(4)	Policy Council Approval Date: 6/22/10	

COMPONENT: ADMINISTRATION

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

PERFORMANCE OBJECTIVE: To ensure that the grantee will have a plan to make up class or home visits canceled by the grantee or program staff, when it is necessary to meet minimum days of service requirements.

POLICY AND PROCEDURE:

SCHOOL CLOSINGS:

Head Start centers, including extended care classrooms, will follow the county public school system schedule for closing centers during inclement weather. Staff are 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 at the Open House.

~~The program schedule is designed for staff to take paid time off during Christmas break. The without pay leave policy remains in force. Staff may be sent home at the discretion of the Director or management staff. The first 4 inclement weather days will be paid. Any inclement weather days beyond that will be taken without pay.~~

EARLY DISMISSALS:

Once centers are open, if weather dictates early closure, transportation will be at the bus driver’s discretion with permission from the Central Office.

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 Head Start program operates under the “Center Based” option, a five day per week operational schedule operating 160 classroom days, according to federal guidelines. Extended Care classrooms will operate five days per week for 160 days per year. Department of Education collaborated classrooms (if applicable) will operate five 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 Regional Office for approval.

MAKE-UP DAYS PLAN:

If classrooms have unscheduled closings, the Education Manager, [in conjunction with the Director](#), will schedule days to be made up before the end of the program year, to include spring and fall break, to the extent possible to ensure classrooms do not fall below their scheduled number of days.