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Ref#: 1302.21(c)(2); 1302.21(c)(6)	Policy Council Approval Date: 06/21/2022

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 **during enrollment, Open House, and home visits. Head Start staff also contact parents regarding school closures.**

The **first 32 hours** of inclement weather will be paid for **10-month staff**. Any inclement weather days beyond that will be taken **as leave without pay**.

EARLY DISMISSALS

For classrooms/centers providing transportation, if weather dictates early closure, transportation will be at the bus driver’s discretion.

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. Providing 1,020 annual hours of planned class operations over the course of eight months, operating five days a week, six hours per day for 170 days per year. For the collaborated classrooms under the Department of Education, classrooms will operate five days a 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.