



## **PRESCHOOL ACADEMY INCLEMENT WEATHER PROCEDURE**

*Effective January 1, 2015*

During predicted severe inclement weather events, with the safety of staff and students utmost in mind, the Hopkins House Preschool Academy may either delay the morning opening time or close for the day. This decision will be made in accordance with the procedure outlined below.

Delayed Opening: If the severe inclement weather event has not yet occurred, and conditions are unclear or the forecast uncertain, management may announce a “2-hour delayed opening” of the academy in order to give time to more fully assess the situation.

Since weather conditions may vary among academy campuses, the Principal of the respective Preschool Academy shall have authority to make this decision. Prior to deciding, the Principal shall consult collectively (via teleconference) with the Business Officer (who is responsible for coordinating campus and facility maintenance) and President/designee of the Parents Council; and, shall take into consideration travel conditions for staff and parents, the condition of the academy campus and building, public transportation access, and public school and government closings<sup>1</sup>.

The Principal shall make this decision not later than 11 pm on the night prior to the forecasted severe inclement weather event, and issue an announcement to staff, parents, and management:

- Principal shall advise management via email using the management email distribution list (i.e. “Managers”);
- Principal shall advise parents using central email distribution list (i.e. Outlook);
- Principal shall notify academy staff via email and/or telephone; and,
- Central Office shall update the Weather Alert Phone Line and website.

Academy staff shall report to work not later than 1 hour after their normal reporting time. Salaried staff reporting to work more than 1 hour after their normal or approved reporting time

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<sup>1</sup> *As a private institution, Hopkins House is not bound by decisions of the public schools and/or government related to academy closings and delayed openings.*

shall be subject to a dock in pay for the time of their lateness plus 1 hour. Hourly staff shall be paid according to their normal reporting time, provided they report to work not later than 1 hour after their normal reporting time.

Closings: If the severe inclement weather event has occurred or is underway, and conditions have been fully assessed and determined to be unsafe for staff and students, management may announce that the preschool academy is closed for the day.

Since weather conditions may vary among academy campuses, the Principal of the respective Preschool Academy shall have authority to make this decision. Prior to deciding, the Principal shall consult collectively (via teleconference) with the Chief Operating Officer, Business Officer (who is responsible for coordinating campus and facility maintenance) and President/designee of the Parents Council; and, shall take into consideration travel conditions for staff and parents, the condition of the academy campus and building, public transportation access, and public school and government closings.

The Principal shall make this decision prior to the end of the first hour of the 2-hour delayed opening period or not later than 11 pm on the night prior to the forecasted severe inclement weather event, and issue an announcement to staff, parents, and management:

- Principal shall advise management via email using the management email distribution list (i.e. "Managers");
- Principal shall advise parents using central email distribution list (i.e. Outlook);
- Principal shall notify academy staff via email and/or telephone; and,
- Central Office shall update the Weather Alert Phone Line and website.

Academy staff shall not report to work if the academy is closed for the day. Salaried staff shall be required to make up the time through scheduled assignments, not limited to evening/weekend training, or use of accrued annual leave time (sick or other unearned leave may not be used for this purpose). Hourly staff shall not be paid for the day.