



Inclement Weather

Statement of Philosophy

Great care and consideration is given to the decisions regarding KCI's schedule delays and closures. The decisions are made collaboratively with the input from staff members, community officials, weather reports, and parents. Kids Central, Inc. understands that school closings, delays, and early dismissals create many schedule difficulties for families and that decisions are not always pleasing to everyone. Please know that we strive to make the best decision possible at the time and that the safety and security of our children, families and staff are always at the forefront of those decisions. The following information will constitute the inclement weather policy and procedures for Kids Central, Inc.

Procedure:

Types of Schedule Changes

1. **Delays** - Kids Central, Inc. will use a two (2) hour delay if weather conditions warrant a delay. If the center in which your child attends is delayed due to inclement weather Kids Central will move the starting times for all activities ahead by two hours. For example, a center or classroom regular scheduled opening time is at 8:00AM therefore the official delayed opening time will be 10:00AM. Please note - do not bring your child to a center prior to the official opening time.
2. **Early Dismissal** - Kids Central, Inc. will endeavor to make solid decisions regarding weather and the impact of inclement weather on our program. If a session has begun and the weather turns and threatens the safe return of our children to their homes Kids Central will issue an Early Dismissal notice. Classroom teachers or home visitors will notify all parents of early dismissal times. Once all the children have been safely delivered home or have been released to their parents then the staff can close the center and go home.
3. **Closures** - At times, severe weather conditions may require Kids Central, Inc. to close in order to ensure the safety of our children, families, and staff. Our primary goal is to support parents by providing reliable child care so they can attend school or maintain employment. Kids Central strives to remain open during periods of inclement weather; however, the program will close only when a clear and immediate threat to safety exists.



Incident Weather

Notifications

4. Senior management will post schedule changes on our local news station “WCYB” and their school and business schedule changes website page, and social media websites such as Kasey Kangaroo Facebook page, Kids Central’s X.com formerly known as Twitter to inform our parents and staff of schedule changes. Kids Central will activate "One Call Now" to ensure all parents and staff know there is a schedule change. One Call Now will send an email, text message, and phone call to parents and staff.
5. All staff are required to keep their contact information up to date on the One Call Now system. Teaching staff are responsible for ensuring parents’ contact information stays up to date in the One Call Now system.
6. Teaching staff are responsible for ensuring parents are aware of schedule changes and understand this policy. Policy will be included in our Parent Handbook.

Attendance

7. Kids Central realizes that to require attendance at our centers would place some parents and their children at great risk therefore we do not mandate attendance during inclement weather periods. Parents may keep their children home, arrive late, or pick their children up at any time at their discretion.
8. Kids Central realizes that some staff may not be able to come to work if road conditions are bad while others can report to work safely. We encourage our staff without fear of reprimand to make the decision to put their safety first when deciding whether to report to work or not during inclement weather periods.

Staff Compensation

9. To be eligibility for compensation for “Inclement Weather” employees must meet all the following criteria:
 - The closure or delay has been declared by the Executive Director.
 - Must be a regular Full-Time employees
 - Must work as scheduled on a delay or early dismissal
 - Must be available to participate in professional development sessions during closures.



Inclement Weather

10. All “Inclement Weather” time will be requested through the Paylocity app. Inclement weather time is requested in fifteen-minute increments. Exempt employees do not record Inclement weather time.
11. For scheduled delays, employees will record the actual time worked on their timecard by clocking in and out through the Paylocity app and request up to 2 hours of inclement weather using the Paylocity app.
12. Delays include the period 8:00AM to 10:00AM. Staff are required to report to work on time by 10:00AM. Staff who do not report to work at 10:00AM are not eligible for Inclement weather time. The purpose of Inclement weather time is to give VDOT time to clear roads not to substitute PTO. Therefore, staff must report on time as scheduled to utilize the two-hour delay inclement weather time.
13. For scheduled delays, those who arrive or clock in earlier than scheduled cannot claim two hours. For example, if you arrive at 9:45AM you would only request 1.75 hours of inclement weather time. Staff may use up to 2 hours of inclement weather time in order to report to work on time.
14. For early dismissals, all employees will record actual time worked on their timecard by clocking in and out through the Paylocity app and record any unworked scheduled work time as “Inclement Weather” through the Paylocity app for the day.
15. All inclement weather hours are paid at the employees’ regular rate of pay and will not count towards overtime.
16. Full day closures: Employees may request and record up to 8 hours of “Inclement Weather” on their timecards through the Paylocity.
17. Employees are not eligible for inclement weather hours when they have already accumulated 8 hours in the day or 40 hours of pay for a week.
18. With the exception of an official notice of retirement, employees are not eligible for inclement weather hours if they have submitted a notice of termination or if they resign without notice. Employees must be actively employed and available for work during the inclement weather period in order to receive these hours.
19. Staff who make the personal decision not to come to work, come in late, or leave early for any reason including inclement weather are required to use personal time off (PTO) or unpaid time off. Staff cannot use inclement weather time to substitute PTO. If you cannot work on the declared early dismissal or delay, you must use your PTO for the entire day.