



Center Closures and Delays

Policy

There are a number of situations that may require closure of a center or canceling class. A variety of factors will be assessed by Program Area Supervisors, Program Managers, the Director of Head Start, or Community Action Executive Director as to when a program will be closed or canceled. Factors assessed include inclement weather, accidents, hardships, emergencies, and lack of staffing.

Inclement Weather

All staff whose primary work site is a Community Action facility (**see list below**) are expected to report to work unless a determination and announcement of an agency-wide closure has been issued by the Executive Director. Employees should access the main Community Action agency website for closure status. Public service announcements communicated via television and/or radio will also have updates.

- Hillsboro Multi-Service Center
- Hillsboro Annex
- Hillsboro Child Development Center (Full-day Full-year classrooms only)
- Beaverton Multi-Service Center
- Barnes Road Office
- Carnation Buliding
- Casa Blanca

All Head Start classrooms, *except* the Full-Day Full-Year classrooms at HCDC **and** the Home Based program, will follow school district closures or delays for the district in which the building is located. Head Start classrooms located in Garden Home Recreation Center will follow the Beaverton school district closures or delays.

Coffee Creek Child Development Center will follow the West Linn/ Wilsonville school district closures or dealys.

Home Based Early Head Start program will follow closures or delays determined by Community Action.

HCDC Full-day Full-year classrooms (Infant, Ones, Twos and FDFY Pre K) will follow closures determined by Community Action. (For HCDC FDFY delays, see below under “Delayed Openings”)

Any family or classroom events held after class hours will follow district decisions to close evening activities.

Tigard Multi-Service Center is operated by Washington County and therefore follows the County’s protocol for closures. In the event of a building closure at this site, staff should follow their program specific protocol.

Please see the next section, “*Delayed Openings*” for specific information for when a school district determines a **delayed** start.

All directors, managers and supervisors are expected to remain “on-call” during closures and delays unless otherwise scheduled to be absent.

Head Start staff, including transportation staff, are expected to report to work in their classrooms when the school opens, weather permitting.

For additional information regarding pay practice, please see the Community Action Inclement Weather Policy.

Community Action Head Start Washington County, Oregon

Site Closures

Local school district closures will guide the closing of Community Action Head Start sites. If the local school district is closed or adjusts its hours of operation due to hazardous weather or other conditions, Community Action Head Start classrooms in that district will close or adjust their hours of operation accordingly. The exception to this is the Early Head Start Home Based program which will follow Community Action's closure or delay determination.

Note: Teachers will distribute Family Handbooks during Welcome to Head Start Night which will include emergency phone numbers, our weather policy and an explanation to parents of where they can access school district and site closures that affect their centers

Delayed Openings

Whenever the school district announces a delayed opening, the Part-Day Pre-K AM classes for children will be cancelled.

Duration sites will adjust their start time accordingly. Program Area Supervisors will meet with each school's representative at the start of the year to establish a start time for staff and a start time for children when the district has a two-hour delay.

Duration classes at **Garden Home** Recreation Center will follow the prescribed delay designated by the Beaverton School District.

When the Hillsboro School District has a delayed start, the **Hillsboro Child Development Center** will open at 10:00am. Staff will be asked to report at 9:30 a.m., or their typical schedule if their reporting time is later than 9:30 a.m.

Coffee Creek Child Development Center will follow the West Linn/ Wilsonville School District. If there is a determined delay, class will be cancelled.

Accidents, Hardships and Emergencies

Accidents, hardships, and emergencies include but are not limited to natural disasters such as floods and earthquakes, utility outages that cannot be restored within a few hours, or damage to the building.

If an accident, hardship, or emergency occurs, the Program Area Supervisor in charge of the affected class or center will assess the situation as to whether it warrants immediate closure or the development of a continued operation plan. Assessment should include communication with the school's administration and school district, as appropriate.

In case of immediate closure, the Program Area Supervisor will notify their Manager and other relevant staff of their decision and will develop a plan to notify families and evacuate the center.

If a plan to continue operations is possible, the Program Area Supervisor will inform their Manager of the situation and their current plan of continued operation. The Program Area Supervisor will keep the Manager updated on the situation. The Program Area Supervisor and the Manager will decide together when or if closure is necessary. In the event of closure, the Program Area Supervisor and available center staff will notify families and evacuate the center. The Head Start Director will be included in all communications about any disruption to regularly scheduled classes/services.

Work hours and responsibilities will be worked out with the Program Area Supervisor. If the center will be closed for more than one week, the Head Start management team will develop a plan to continue providing Head Start services to the children until classes resume.

For more information about what to do in case of specific emergencies, see the Head Start **Emergency Preparedness Plan**.

**Community Action Head Start
Washington County, Oregon**

Lack of Staff

Oregon Child Care Division regulations and Head Start Performance Standards require that we must maintain a staff to child ratio of 1:10 for preschool aged children (3-5) and 1:4 for infants and toddlers (birth -3). If these mandated ratios cannot be met after all efforts have been made, the Program Area Supervisor will consult with their Manager to determine if a class or center will be canceled or closed. If a decision is made to cancel a class or close a center, the Manager will help the Program Area Supervisor notify families.

Public Health Emergency

In the event of a health outbreak or pandemic, program leadership will communicate regularly with local public health experts to determine community risk, infection control measures, and to revise existing policies and services to children and families. Please consult the Community Action Head Start Emergency Preparedness Plan for more information under the Public Health Emergency Section, including a communication flow chart.