
INCLEMENT WEATHER AND EMERGENCY CLOSINGS

Part-Day Classrooms (MLK, Noland, Shriver Centers)

If the Washington County Public Schools are on a **two-hour delay**, then part-day morning (AM) classes will be closed to children. Part-day afternoon (PM) will operate on schedule.

If the Washington County Public Schools are **CLOSED** to children, then both part-day (AM & PM) classes will be closed to children.

If the Washington County Public Schools are **dismissed two-hours early**, and your child is enrolled in the WCPS Pre-K a.m. children will stay until dismissal and ride the bus home with Head Start children. There will be NO WCPS Pre-K PM. classes in the case of an early dismissal.

When modified Kindergarten status is called by Washington County Public Schools, all (AM) classes will be cancelled. Afternoon (PM) classes will operate as scheduled unless otherwise stated.

Full-Day Classrooms (Elgin Center)

Classes will **NOT CLOSE** due to Washington County Public Schools closings. These classes will only be closed, or have an early closing at the discretion of the Executive Director.

If the Washington County Public Schools are on a **two-hour delay**, then Elgin will have a delayed opening, opening at 8:00 am.

If the Washington County Public Schools are **CLOSED** to children, then Elgin will operate on a modified day schedule, opening at 8:00 am.

In the event of an early dismissal, parents will be contacted to pick up their child.

When HSWC CLOSES Part-Day classrooms to children: STAFF AT ALL SITES will respond accordingly:

Elgin Staff: - report to work at 7:45 am. Elgin opening at 8:00 am

Education Staff, Office Staff; Admin. Staff - (Managers, FSWs, Clerical; etc.) – report to your work site at regularly scheduled time if able; if not able you must use your PTO; or you can make up time throughout the week with supervisor’s approval. That means that you may come in late or not report to work at all due to weather conditions but need to use your PTO hours. You must notify your supervisor if you are going to be late or absent.

Kitchen Staff- will not report to work except if providing meals for (Elgin) full-day classrooms. Limited staff will work with pre-approval from supervisor, when work is available.

Transportation Staff- will not report to work. Limited staff will work with pre-approval from supervisor, when work is available.

“Liberal Leave is in effect” – Washington County Public School system has a delay or is closed due to inclement weather then **Head Start of Washington County is on liberal leave, all sites will open at 8:00 am.**

Emergency Closings

The Executive Director or his designee may close the agency due to inclement weather or an emergency.

A message will be placed on the answering systems at 301-733-0088 (Memorial), 301-797-5231 (MLK), 301-733-4640 (Sargent Shriver), 301-791-7333 (Elgin), 301-797-4602 (Noland).

A message will appear on home page of HSWC Website and Staff can receive Alert notices for HSWC inclement weather/emergency closings System. Employee’s must sign up to receive an email and/or text message alert. You must remember to update this information should your phone number or email address change.

Unless otherwise requested, employees are not expected to work during an emergency closing.

Updated by Paul Pittman- January 2017