

Center Closures and Delays

Policy

There are several 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
- 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. The Head Start classroom located at St. Andrew will follow the Beaverton School District closures or delays.

Coffee Creek Child Development Center will follow the West Linn/ Wilsonville School District closures or delays.

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.

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.

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.

School District 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

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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 which will include emergency phone numbers, our weather policy and an explanation to parents of where they can access the school district and site closures that affect their centers

Delayed Openings

Whenever the school district announces a delayed opening, duration sites will adjust their start time accordingly.

Duration classes at **St. Andrew and BCDC** will follow the determination made by the Beaverton School District.

The duration class at HCDC will follow the determination made by the Hillsboro School District.

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

Transportation

Transportation services will be cancelled for all classrooms if Beaverton School District announces a closure. In the event of inclement weather, transportation services are determined possible or not based off road conditions and safety.

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 notify their manager and other appropriate staff about the situation to determine whether it warrants immediate closure or the development of a continued operation plan. Assessment should include communication with the school's administration and families as appropriate. The Head Start Director will be included in all communications about any disruption to regularly scheduled classes/services.

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

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.

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

Notifications

All staff are encouraged to sign up for Community Action's Red Flag Alert Notification System. To sign up for RedFlag notifications TEXT communityaction to 444222 or go to <https://communityaction.redflagapp.net/>