



## Westminster Child Care Center Revised 2011 Inclement Weather Procedure Fact Sheet

### Closing Procedure:

- WCCC generally follows Charlottesville City School System's closures for any inclement weather. This includes, inclement weather early releases, delays, and school closings
- WCCC may be open even if Charlottesville City Schools are closed if weather conditions permit and WCCC can be adequately and safely staffed.
- If Charlottesville City Schools are already closed for the day (after 2pm on a regular school day) or Charlottesville City Schools had a scheduled day off (Teacher Workdays, holidays and other Charlottesville closing days etc) then WCCC will make its own decision regarding closing or shortened hours.

### Ways to find out if WCCC is closed:

- We post all closings on our weather line [434-977-3322](tel:434-977-3322); ext. 22. If the power is out, the weather line will not pick up. In this case, please look to our local radio and news stations
- Please make sure to look for Westminster Child Care Center, and not just Charlottesville City Schools, on the news and radio stations, as there may be days we open on a reduced schedule (late opening and early release) if we can be safely staffed on days when Charlottesville City Schools may be closed.
- We also post all closing information on area news stations and radio stations such as:
  - Newsplex (Channels 19, 16, & 27): [www.newsplex.com](http://www.newsplex.com)
  - Channel 29: [www.nbc29.com](http://www.nbc29.com)
  - Radio stations: 3WV, Z95.1, 1450AM, 106.1 The Corner, 1070 WINA

### Closing Facts:

- We try to have closing information by 5:30am if possible on days inclement weather may be a problem
- If we have a 1 or 2 hour delay, that means we will open at 8:30am for a 1 hour delay and 9:30am on a 2 hour delay

### On days where inclement weather may close the school early:

- Make sure to always leave a working cell phone or number where you can be reached immediately
- When notified by your teachers or the office of a closing due to inclement weather, families need to pick up immediately, (not the hour allowed by our sick policy)
- Designate an alternative pick up person, verbally or in writing that may be different than people on your child's emergency card
- Understand any alternate WCCC activities after or during school will also be cancelled; field trips, events, classroom projects etc.

### On days where WCCC is delayed:

- If we have a 1 or 2 hour delay, that means we will open at 8:30am for a 1 hour delay and 9:30am on a 2 hour delay
- Families and children are not allowed in the building until the designated delayed opening time, 8:30, 9:30 etc.
- Please wait to drop off in your classroom with your child's teacher and not at the front door or with another WCCC employee.