

Kids Central, Inc.
Inclement Weather Policy

Part Year Staff

Snow Schedule

When Dickenson County schools are on a snow schedule all part year employees in Dickenson County will follow the Dickenson County school schedule in reporting to work. All Wise County and the City of Norton part year employees will follow the Wise County school schedule. The snow schedule time is to be recorded as **other** on the employee's time sheet.

School Cancellation

When Dickenson County schools are closed all part year employees in Dickenson County will not work that day. When Wise County Schools are closed, all part year employees in Wise County and the City of Norton will not work. This will be a no work no pay day. These days will be made up at the end of the year.

Early School Closing

When public schools systems close early because of weather conditions, centers in the affected area will also close. Center staff are expected to remain in the centers until all children are safely home. The time the staff does not work should be recorded as other on the employee's time sheet.

All Full Time Employees

All staff are to report to work at the regular scheduled time unless informed otherwise. The decision to close will be made by the Executive Director or his designee. Only in very extreme weather conditions will the decision be made to close the entire program. Employees will be expected to use sick leave or vacation if they are unable to report to work. If KCI deems it necessary to close the entire program, employees will be notified by the employee calling chain and it will be on WCYB television station.

As always, be prudent in your decision to drive to work. Employee safety is a very high priority with KCI and we do not want our staff taking unnecessary risks.

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Inclement Weather Policy
Part Year Centers

The following centers will follow the Dickenson County School System inclement weather schedule including snow schedule, early dismissal and closing.

Nora
Cinchco
Clintwood I
Clintwood II
Dickenson County-Based Home Base

The following centers will follow the Wise County School System inclement weather schedule including snow schedule, early dismissal and closing.

Pound
Wise
Hawthorne
Ramsey
Coeburn II
St. Paul
Appalachia II
Monte Vista
Dogwood
Esserville-Based Home Base

Due to inclement weather or other emergency situations, it may be necessary to close Kids Central, Inc for the entire day, to open centers late, or to close early. The procedures used in KCI closings are detailed below. Keep this information in a convenient location for future reference.

Parents are urged to make arrangements now for the care of their children when schedule changes are made (and to provide for the rare situation when it is necessary to close individual centers because of a power failure or other circumstances). Teachers should be informed of where a child should go if a parent cannot be contacted.

Decisions on schedule changes are made after careful study of the best information available from many sources including weather services, the highway department, police sheriff, and KCI transportation staff who are out checking the road conditions. While no source dealing with the weather predictions can be infallible, decisions are made with one overriding consideration –the safety of the children.

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Full Year Centers

Full Year Centers (Esserville, Nita Bond, Appalachia I, Haysi and Early Head Start)

All full year centers will operate on a regular schedule unless informed otherwise. The decision to close will be made by the Executive Director or his designee. Only in very extreme weather conditions will the decision be made to close the entire program. If KCI deems it necessary to close the entire program it will be announced on WCYB television station.

Due to inclement weather or other emergency situations, it may be necessary to close Kids Central, Inc for the entire day, to open centers late, or to close early. The procedures used in KCI closings are detailed below. Keep this information in a convenient location for future reference.

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