

# Siblings & Company

## Inclement Weather: Staff

Updated: Dec 2022

Centers do not follow the same standards as school closings and remain open in most cases. When we are open but weather results in low enrollment, the following procedures will take place.

1. If you are full time, plan for your schedule to remain the same even if your room's enrollment is low.

Example: If a baby room usually has 8 babies with 2 full time staff and there happens to be a decent snow the night before and only 3 babies come that day. Both staff members will receive the opportunity to continue with their full day even though enrollment does not call for it.

2. If you are part-time, we base your hours off enrollment and if you're needed for ratio. We most likely won't know if your shift will remain the same until the day of.
3. If a staff member would like the day off, they may use a UTO or a PTO day. Either of these choices **do** count as one of your allotted days. Please note that this also has to be approved by the director and the center must still be in good standing in order to do so.
4. If a staff member would like their hours but they don't feel comfortable driving first thing, pushing the shift back a little may work for people who have a little farther to drive. This would be "delayed shift" for inclement weather days. This would most likely be something that is discussed the night before.
5. Q: What if both teachers in the class would like to be off?  
A: Our priority is providing quality care to the class so in most cases this would not be ideal. This would only work if we have someone qualified to cover the room.
6. There could also be split days. If a class only calls for 1 teacher instead of 2 and both teachers would like some hours but maybe not all...one teacher can open the room and one can close it. 7:00-12:00 and 12:00-5:00.

All of these situations are examples. Everything is varied depending on the class and what the children of the center need. This would also work for low enrollment days that we are open. Veterans Day, Columbus Day, Christmas Eve. Etc.

I do want to make it clear if your class is low, your main focus is still your class. It's the chance to get caught up on paperwork, assessments, creating a super special activity, lesson plan prep. This is not free time to visit other rooms. You will be classified as a "roamer" and asked to clock out. Don't be a roamer 😊

Your director may also need assistance in another room. Sometimes a change of scenery is nice for the day!

## Pay

**Full Closure Pay:** In the event that we are fully closed, employees who qualify for “holiday pay” will receive pay for what they were scheduled to work that day. However, if you were already scheduled to be off, your UTO or PTO will continue to be used.

**Early Closure Pay:** Usually, early closure decisions are made the day of. If the center closes early and before your normal shift ends, the qualifying staff from above will still receive their full hours they were scheduled to work that day. Staff who chose to not come in or leave early do not qualify for the “closing early” pay.

Ex: We make the decision to close at 3:00.

1. If your shift is until 5:00 and you stayed until 3:00 which was closing time, you'll receive the 2 hours that you missed because we closed early. If your shift is until 3:30, you'd receive 30 minutes and so on.
2. Your shift was until 5, but you chose to leave at 1:00. You can use UTO or PTO to cover any remaining hours if you choose. UTO will not go against your limit.

**Delayed Opening:** If we have a delayed opening, this will most likely be planned the night before. In this case, shifts may be pushed back completely. Example: If we open at 8:00, a usual 7:00-4:00 shift will be an 8:00-5:00 shift. A full 8 hours will be offered to all full time staff if they wish to take it.

To prepare for possible closings, please go through each child's himama profile and make sure they have a phone number listed for the parents who are signed up. They could miss out on SMS messages if you do not list a number for them.

Thank you!  
Anne