



Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus – INCLEMENT WEATHER, UNSCHEDULED CLOSURES

2. Scope

Parents and school/center staff are informed of school closures due to inclement weather, power outages, and/or other unforeseen events in which students are already in attendance at school.

3. Prerequisites

NA

4. Responsibilities

School Operations
School Principal
Center Director/Manager
Early Childhood Executive Director
Head Start Director
Education Director
Family and Community Partnership Manager
Family Engagement Advisor
Family Engagement Specialist

5. Procedure

- A. All M-SCS Early Childhood parents of enrolled children receive a program calendar at the beginning of the program/school year.
- B. In the event M-SCS closes during the school day due to inclement weather or other events, parents are notified by phone (call/text) to pick up their child.
- C. An automatic message may be placed on the telephone system and on the District's web site to inform parents of any scheduled changes.
- D. For closure reasons other than inclement weather, principals or center directors should call the Executive Director, Education Director, or Head Start Director when sites need to close during the school day before contacting parents.



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- E. Principals, center directors, and center managers should have the reason for closure and an estimated amount of time of when school can operate under normal conditions.
- F. At all times, the health and safety of children and staff is the greatest factor in determining a closure due to inclement weather, power outages, or other unforeseen events that hinder the health and safety of children.

6. *References*

- Shelby County Schools Board of Education Policy 3002 Emergency Closings
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.05 section 4.a.6
- Permission to Pick Up Form

7. *Definitions*

- NA