



Inclement Weather Policy

Purpose

The purpose of this Inclement Weather Policy is to ensure the safety and well-being of children, families, staff, and visitors at BBMA centers during adverse weather conditions. This policy outlines procedures for communication, operational adjustments, and responsibilities in the event of inclement weather.

Scope

This policy applies to all staff members of BBMA.

1. Definition of Inclement Weather

Inclement weather includes severe conditions such as heavy snowfall, ice storms, hurricanes, flooding, tornadoes, extreme heat, and other weather events that may pose risks to health and safety.

2. Decision-Making Authority

The decision to close the center or modify operations will be made by each region's designated Vice President of Operations, or appropriate designated authorities based on local weather forecasts, safety advisories, and guidance from local authorities.

3. Communication Protocol

- *Notification:* Families and staff will be notified of any closures, late openings, or early dismissals through ProCare, text messages, emails, or phone calls where necessary.
- *Timing:* Notifications will be sent as early as possible, typically by 6:00 am or before the center opens to provide families and staff adequate time to plan.

4. Work Arrangements for Staff

When inclement weather makes it so the center must close during normal business hours, employees will have the opportunity to work at another, nearby location if they are not as severely impacted by weather conditions. Should staff decline to take advantage of this opportunity, where applicable, they will not be paid for time missed.

Alternatively, and at the sole discretion of the COO and VP of Operations for each region, staff may be required to complete obligatory training at home. Staff will only be eligible to complete these trainings outside of the center when there are state or other agency mandated courses required to work in early childhood education. Furthermore, this time must be reported to your Center Director to be paid appropriately.

In the instance when none of the above options are feasible, BBMA may choose to pay staff members at their regular rate of pay for time missed due to school closures. This pay is not guaranteed, and

many factors will be considered regarding the severity of weather conditions and other variables before this decision is made. When circumstances oblige BBMA to consider this option, full approval will be needed by the CEO and COO.

7. Accountability

Failure to adhere to this policy may result in disciplinary action. All staff are expected to communicate proactively regarding their status and responsibilities during inclement weather.

8. Review and Updates

This policy will be reviewed annually and updated as necessary to ensure effectiveness and compliance with safety and licensing regulations.