

Inclement Weather Protocol - Bala Cynwyd Location

In order to ensure safety for all, in severe weather it may be necessary to close the center or modify our hours of operation. We will follow the guidelines for the **Lower Merion School District** for our location. Center closures or delayed openings will be announced by *6:30 AM* and early closures will be announced as early as possible.

- Notification will be made via our texting system.
- Home sessions will be at the discretion of the assigned staff in those situations.
- If you have any questions or concerns please contact your case manager right away.

Communication

- Text message and Email sent out to all staff (by Wendy) latest 630 am on the morning of the inclement weather as to the status of sessions (in clinic and home)
- If you have a home session when there is inclement weather, it is your discretion to determine if it is safe to attend the session. If canceling a home session due to the weather, immediately notify the Callout Hotline.
- If salaried staff would like to be paid when the center is closed they must make themselves available for material making or trainings.