

## GARRETT-KEYSER-BUTLER HEAD START SCHOOL CANCELLATION OR DELAY PROCEDURE

		CLASS	CLASS TIME	1 HR DELAY	2 HR DELAY
<b>AUBURN CLASS:</b>	DEKALB CENTRAL UNITED SCHOOL DISTRICT.	A1	10:30-2:30	11:30-2:30	12:30-2:30
<b>BUTLER CLASSES:</b>	DEKALB COUNTY EASTERN SCHOOL DISTRICT.	B1	9:15-1:15	10:15-1:15	11:15-1:15
		B2	9:15-1:15	10:15-1:15	11:15-1:15
<b>GARRETT CLASSES:</b>	GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT.	G1	8:30-12:30	9:30-12:30	10:30-12:30
		G2	10:00-2:00	11:00-2:00	12:00-2:00
		G3	8:30-12:30	9:30-12:30	10:30-12:30
<b>WATERLOO CLASSES:</b>	DEKALB CENTRAL UNITED SCHOOL DISTRICT.	W1	FULL-DAY DOES NOT FOLLOW SCHOOL DISTRICT DELAYS OR CLOSINGS		
		W2	11:15-3:15	12:15-3:15	1:15-3:15
		CB1	8:30-12:30	9:30-12:30	10:30-12:30
		CB2	8:30-12:30	9:30-12:30	10:30-12:30

\* Occasionally Head Start closes when the schools do not.

### **ALL CENTER CLASSES EXCEPT FULL DAY WILL FOLLOW THE PROCEDURE BELOW**

- Announced 1 hour delay = 1 hour delay for Head Start with regular dismissal time.
- Announced 2 hour delay = 2 hour delay for Head Start with regular dismissal time.
- Announced 3 hour delay = No classes for Head Start, Full Day will operate
- Announced School Closed = No classes for Head Start, Full Day will operate

### **\*\* The Full Day Program will be open unless the following occurs:**

- a. **A State of Emergency is declared by the town of Waterloo.**
- b. **Citizens are advised to stay off the roads or windchills are dangerously cold.**
- c. **GKB Head Start Agency closes**

### **EARLY HEAD START**

School delays do not necessarily impact home-based EHS. The Combination Program class will follow the center-based delay procedure. Individual decisions have to be made regarding home visits. Playgroups/Socializations will be canceled, in most cases, depending on the start time and reasons for delays.

### **EVENING MEETINGS, TRAININGS AND ACTIVITIES**

In the event that school is closed, any evening meetings, trainings or activities for the site will be canceled. If the weather becomes poor late in the day, listen to the television and radio channels for information on cancellations. Notices will also be posted on the door of the facility.

Head Start utilizes the ONE CALL phone notification system to alert families of delays, cancellations, and other important information. Each family can have four numbers (i.e. home, cell, childcare providers, grandparents, etc.) in the system. The family is responsible for ensuring the numbers Head Start has are updated.