

ST. ANDREW CLOSURE/DELAYED START POLICY:

When the building is closed:

- A notice will be posted on the Home Page of the St. Andrew website (Kyle) www.st-andrew-umc.com
- A notice will be posted on the CLC web page (CLC Director)
- A notice will be posted on area news stations (Shirley)
- The phone message on the St. Andrew phone will reflect the closure/delayed start (Shirley)
- The phone message on the CLC phone will reflect the closure (CLC Director)
- The phone message on the Childcare Coordinator's phone will reflect the closure (Childcare Coordinator)

SUNDAY:

Morning hours:

Senior Pastor or Pastor in Charge and the Executive Director will make the decision on closure. The Executive Director will check with Douglas County and Arapahoe County for the weather/road report prior to making the decision.

Afternoon hours:

Executive Director will make the decision at 10:30 am on whether the closure will be extended at noon. This allows childcare to begin at noon.

Evening hours:

Senior Pastor or Pastor in Charge and Executive Director will make the decision on closure for the evening hours by 2:30 pm. This allows childcare to begin at 4:00 pm.

These closures messages will be posted on the St. Andrew website, phone and TV stations by 5:00 am, 10:30 am and 2:30 pm Sunday.

WEEKDAYS:

Closure:

Morning/ afternoon hours:

We operate on the same schedule as Douglas County Schools, or if specified as North Douglas County Schools. When they are closed - the building is closed. The following is the website for school closures: www.dcsdk12.org.

Evening hours:

Executive Director will make the decision at 3:00 pm on whether the closure will be extended for evening hours. This allows childcare to begin at 4:30 pm.

The closures will be posted on the St. Andrew website, phone and TV stations between 6:00-6:30 am that day. A recorded message will also be placed on the voice message of St. Andrew, CLC and the Childcare Coordinator.

Delayed start:

When Douglas County or North Douglas County Schools delays the start of the school day, the morning sessions of childcare will be cancelled. The afternoon and evening sessions of childcare will be held, weather permitting.

CLC will start at 10:30 and dismiss at regular time

The delayed start applies only to CLC and Childcare. The building will have a delayed opening as well. All other ministries/meetings will operate according to their scheduled times.

Early Dismissal:

When Douglas County Schools, or if specified as North Douglas County Schools announces an early dismissal, St. Andrew will cancel childcare for the evening session.

CLC will inform the CLC parents of early dismissal by email and phone calls.

December 1, 2011