

## **IMPORTANT EMERGENCY CLOSURE/EARLY CLOSURE POLICY**

Parents and Guardians,

Please see the notice below regarding our policy and procedures for Emergency Closure/Early Closure days.

### **EMERGENCY CLOSURE/EARLY CLOSURE**

Hoboken Day Care 100 **does not** always follow the closures called for by the Hoboken Board of Education when it comes to snow days. We will handle snow storms on a case by case basis. Parents will be notified on our website ([hobokendaycare100.com](http://hobokendaycare100.com)), on our Facebook page and via the Remind App. It is your responsibility to check these sites to find out the latest information. We will not make individual phone calls to announce full day closures.

In the event of a snow emergency later in the day, the center can close early. If we decide to close early, parents will be notified upon arrival what time the center will be closing if a decision has already been made. This early closure will generally happen around 1pm-2pm to allow parents time to get to the center and to allow the staff to get home safely. A notification will be also be posted on the door, on the website, on the Facebook page and via the Remind App.

If the weather worsens after we have already opened and it is decided later in the day that we must close early the center staff will begin making phone calls two hours before the scheduled closure time. A notification will be made on our Facebook page and via the Remind App as well.

It is important that telephone numbers and emergency numbers are always accurate. If you need to add to or update your emergency paperwork please ask the office for a new copy. You must be on time to pick up your child. We have to take into account the safety of not only our students and families but also our staff who may not live in the immediate area. Please make sure you have reliable family/friends listed on your emergency paperwork in the event you cannot get to the center by the decided time.

If you are late for pick up on an early closure day late fee fines will go up from regular late fee prices by 50%. Snow closure late fees are assessed at \$30 for the first 15 minutes late and \$7.50 for each additional 5 minutes late until one hour past the closure time.

