

US Kids Operating Status & Inclement Weather Policy

(effective date January 14, 2016)

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Generally, US Kids follows the Federal government's operating status for the Washington, D.C. metro area, as determined by the Office of Personnel Management (OPM). See www.opm.gov/status.

In general, on any day the Federal government is open, the Center will be open for its regular hours, which are Monday - Friday, 7:00 am - 7:00 pm. If the Federal government is open but operating under a modified schedule, the Center's operating hours will be as set out below.

I. Inclement Weather

In the event of inclement weather, the Center will update the operating status by 6 a.m. and the Center's voice mail will contain the notice. Parents can check the Center's operating hours by calling the Center at (202) 233-4623. In the event of an early closure announcement, the Center will notify parents by email.

OPM STATUS	USK OPERATING STATUS
OPEN	Center follows regular operating hours, Monday-Friday, 7:00 am - 7:00 pm, unless Center specific conditions (e.g., power outage or inability to be in required staffing ratio) prevent it.
OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.	The Center will open at 8:00 am and close at 7:00 pm (unless teachers are delayed and the Center is unable to meet ratio requirements). We recommend calling the center to confirm the opening time.
OPEN WITH DELAYED ARRIVAL WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	Center's opening is delayed by the same delay as the Federal government <i>minus thirty minutes</i> . For example, a 1-hour delay by OPM means a 7:30 am opening and a 2-hour delay means an 8:30 am opening. The Center will close at its regular time.
OPEN WITH EARLY DEPARTURE MEASURED FROM AN EMPLOYEE'S NORMAL DEPARTURE TIME	The Center's closure is advanced by the same amount of time as the Federal government. For example, a 1-hour early departure means the Center closes at 6:00 pm and 2-hour early departure means a 5:00 pm closure.
OPEN WITH EARLY DEPARTURE AT A SET TIME	The Center closes one hour after the Federal government. For example, if the Federal government states that there will be 2 pm closure, the Center will close at 3 pm.
CLOSED TO THE PUBLIC	The Center is closed.

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A. If building is closed during severe weather

In the event that OPM or our regional GSA Office makes the decision to close the building due to severe weather, the child care center will be closed.

B. If building remains open during severe weather

In the event that federal buildings remain open during severe weather, US Kids will then take into consideration the following: road conditions (bus and train operating schedules), building engineers' availability (heat, lighting) in case of an emergency, number of staff (commute time) present to meet required adult: child ratios (we have to have the number of staff to cover the number of children present), delivery of food, and security. We also keep in mind timeliness of delays, closing decisions, which will be made by the director in consultation with the board chair/president, and modifications can be made on a case-by-case basis.

If the building remains open during severe weather, the Director will communicate with the board chair/president to decide on opening/closing time if liberal leave is instituted (allowing Federal workers to either telework or take leave).

- ✓ The decision will be made (2) two hours before regular opening time, or as early as possible, and will be posted on the center's website and announced on our voicemail, allowing parents to access any updated center operation information. Center families will also receive an email. The director will contact the center's GSA representative to provide an updated operation schedule.

C. If building must close during normal hours of operation because of severe weather

If the child care center must close during normal hours of operation because of severe weather or other unforeseen reasons, the director or center administration will notify the families immediately by email and/or phone. Updates will also be on the website (www.uskidsdc.org). Families will be expected to pick children up within one hour of the notification that the building must close.

II. Unexpected Emergencies

In the event of a nonweather emergency, (e.g., Papal visit causing traffic challenges, an earthquake, a security concern), US Kids will make an ad hoc decision about operating status. In such an event, the children's safety will be our first concern.

Our goal is to serve our families and ensure that staff is able to arrive and leave the center safely. Families are to adhere to the center policy if enrolled in US Kids CDC. We appreciate your full cooperation as we safely serve you.