Inclement Weather Policy

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Primary contact: CEO

Policy

The Boys & Girls Club of Chaves & Lincoln Counties (BGCCLC) is committed to providing safe, reliable, and high-quality services to youth and families, even during periods of inclement weather or other emergency conditions. The safety of members, staff, volunteers, and visitors shall always remain the organization's highest priority.

The Club will make every reasonable effort to maintain operations whenever conditions allow. However, BGCCLC reserves the right to delay opening, modify operating hours, limit enrollment, suspend transportation services, close specific sites, or close operations entirely when weather conditions or other emergencies create safety concerns.

The CEO or the CEO's designee shall be responsible for determining whether Club operations will be modified, delayed, relocated, or closed due to inclement weather or other emergency conditions. Decisions regarding operations will be based on factors including, but not limited to:

- Road and travel conditions;
- Weather forecasts and advisories;
- Facility safety and accessibility;
- Utility outages or facility failures;
- Staffing availability;
- Required staff-to-child ratios;
- Transportation safety; and
- Any other condition affecting the safe operation of Club programs.

The safety of members, staff, volunteers, and visitors shall take precedence over maintaining normal operations.

During inclement weather, the Club will make every effort to remain open, provided the following conditions can be met:

1. **Staff Availability**: The Club must be able to secure a sufficient number of qualified staff members to operate safely and maintain all required licensing and organizational standards.

   Staff are encouraged to use their best judgment regarding travel and personal safety during hazardous weather or emergency conditions. No employee is expected to place themselves in danger in order to report to work.

   Employees who are unable to report to work, expect to be late, or need to leave early due to weather-related conditions must notify their supervisor as soon as reasonably possible.

   If sufficient staffing is not available to safely operate a program or maintain required staff-to-child ratios, the Club may limit enrollment, modify services, reduce operating hours, close specific sites, or suspend operations until adequate staffing is available.

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2. **Staff-to-Child Ratio**: The Club shall maintain all required staff-to-child ratios and supervision requirements during inclement weather and emergency operations. The ability to safely supervise members shall be a determining factor in whether programs remain open.

   If staffing levels are reduced due to weather conditions or other emergencies, the number of members permitted to attend may be limited to maintain required ratios and ensure adequate supervision.

   The Club reserves the right to:
   - Limit enrollment or attendance;
   - Restrict acceptance of additional members for the day;
   - Reduce programming areas or activities;
   - Consolidate groups when appropriate and in accordance with licensing requirements; or
   - Modify operating hours to ensure safe supervision and compliance with applicable regulations.

   Families should understand that even when a Club site remains open, capacity may be limited due to staffing availability, facility conditions, transportation limitations, or other safety concerns. Attendance may be restricted or denied if admitting additional members would cause the Club to exceed safe operating capacity or required staff-to-child ratios.

3. **Modified Hours**: Depending on weather conditions, facility conditions, staffing availability, transportation concerns, or other safety-related factors, the Club may modify normal operations to ensure the safety of members, staff, volunteers, and visitors.

   Operational modifications may include, but are not limited to:
   - Delayed openings;
   - Early closures;
   - Shortened operating hours;
   - Suspension of transportation services;
   - Closure of specific Club sites while other sites remain open;
   - Limiting enrollment or attendance;
   - Consolidation of programming areas; or
   - Full closure of Club operations.

   The Club reserves the right to modify operations at any time if conditions change and are determined to create an unsafe environment. Decisions will be made based on the best information available at the time and may be adjusted as conditions evolve.

   In the event of early closure, parents and guardians will be notified as soon as reasonably possible and will be expected to make arrangements for timely member pick-up.

   The Club may also close or modify operations due to utility outages, facility damage, hazardous road conditions, flooding, wildfire threats, poor air quality, extreme temperatures, or any other condition that may affect the safe operation of programs.

   The CEO or the CEO's designee shall have the authority to make final decisions regarding operational modifications and closures.

4. **Communication**: Boys & Girls Club of Chaves & Lincoln Counties will make every reasonable effort to communicate operational changes as early as possible when inclement weather or other emergency conditions affect Club operations.

   Notifications regarding delayed openings, early closures, transportation changes, site-specific closures, modified operations, capacity limitations, or full closures may be communicated through one or more of the

following methods:

- Text messages;
- Social media platforms; and/or
- Other communication methods deemed appropriate by Club leadership.

While the Club will make every reasonable effort to provide advance notice, changing conditions may require immediate operational decisions. In such cases, notifications will be issued as soon as reasonably possible.

Parents and guardians are responsible for maintaining current contact information with the Club and for monitoring official Club communications during periods of inclement weather or emergency conditions.

Employees are responsible for monitoring Club communications and maintaining contact with their supervisor regarding operational changes that may affect their work schedule.

Failure to receive communication does not relieve a parent, guardian, or employee from their responsibility to monitor Club communications and make appropriate arrangements regarding attendance, transportation, or member pick-up.

Questions regarding operational changes should be directed to the Club site Program Director, CEO, or their designee.

5. Parent and Guardian Responsibilities

Parents and guardians play an important role in ensuring the safety and well-being of members during inclement weather and emergency conditions.

Parents and guardians are responsible for:

- Maintaining current emergency contact information with the Club;
- Monitoring official Club communications regarding operational changes, delays, closures, or transportation modifications;
- Having alternative childcare arrangements available in the event of a delayed opening, early closure, limited capacity, or full closure;
- Ensuring their child is picked up promptly when requested by the Club due to weather-related or emergency conditions; and
- Following all instructions provided by Club staff regarding member drop-off, pick-up, attendance, and transportation changes.

Families should understand that even if a Club site remains open, attendance may be limited due to staffing availability, facility conditions, transportation concerns, or required staff-to-child ratios. The Club reserves the right to deny attendance if admitting additional members would exceed safe operating capacity.

Parents and guardians are encouraged to use their best judgment when determining whether it is safe for their child to attend Club programs during inclement weather or emergency conditions.

The safety of members, staff, volunteers, and visitors shall remain the primary consideration in all operational decisions made during inclement weather or emergency situations.

BGCCLC reserves the right to modify this policy as needed to comply with applicable laws, licensing requirements, BGCA standards, and operational needs.