

**Roxbury Day Care Center
Before and After School Program (BASP)**

Emergency Closing Policy

All emergency closings due to inclement weather (snow, ice, extreme storm) will follow the procedures below:

COMPLETE (ALL DAY) CLOSINGS:

All BASP sites will close when the Roxbury Township Public Schools close for inclement weather. The Roxbury Public School closings and delayed openings will be announced on the following stations by 6:15 am:

- **FM** : 103.7-WNNJ, 102.3-WSUS, 106.3-WHCY, 96.7-WTSX
- **AM** : 1510-WKXW, 1360-WNNJ, 710-WOR, 1260-WBUD
- **TV** : 7-WABC, 26-WRNN, 12-NEWS 12 NJ
- **Internet:** www.wdhafm.com
- **BASP Main Office voicemail: (973) 584-9671**

DELAYED OPENINGS:

When the Roxbury Schools have a delayed opening due to weather, all BASP sites will open at 8:15 am.

There will be no morning Kindergarten sessions. Both AM and PM Kindergarten children should be dropped off at the Methodist Church site in the morning.

- **PM Kindergarten** – children will follow their regular schedule. After lunch they will be bussed from the Methodist Church site to their school and will attend class at their normal time in the afternoon. Children who attend After Care should be picked-up at their regular in-school site.
- **AM Kindergarten** - children will not attend school for the day. They will stay at the Methodist Church site all day and should be picked-up there.

*When a Delayed Opening is changed to a Complete Closing (prior to the schools opening) the BASP will also close. All parents/emergency contacts will be notified to pick-up the children immediately.

EARLY CLOSINGS:

If the Roxbury Schools close early after an initial opening at the regular time, all Roxbury Day Care Center sites will be closed. **The standard closing time for the Methodist Church will be 3:30pm, but will be adjusted earlier or later as the weather conditions dictate.**

- Parents will receive a call from their child's Lead Teacher notifying them of the mid-day closing.
- All children that are in school will be bussed to their home if they are not picked-up by a parent/emergency contact by the dismissal time. Reminder that when all the schools are closed, the afterschool sites will not be opened.(Call your child's school office for specific times)
- **AM Kindergarten children will be bussed back to the Methodist Church. As stated before, the Church site will remain open until 3:30pm, but may be adjusted due to weather conditions.**
- All children at the Methodist Church site will remain there until they are picked-up by their parent/emergency contact.

CLOSINGS AFTER SCHOOL DISMISSAL:

In the event Roxbury Day Care Center BASP closes after school dismissal for inclement weather all parents will notified to pick-up their child by a designated time. (The pick-up time will be determined by the Center according to the weather)