Closing Policy

The **before school programs** held Monday through Friday in Torrington, New Fairfield and Newtown are from 7:00 AM until the start of the school day.

All **after school programs** are open Monday through Friday from the dismissal of school to 6:00 PM. However, the programs do not operate on holidays, emergency early dismissal days, snow days, or during the Spring & Winter breaks.

- **On delayed opening days** (i.e. snowstorm) only the before school programs are affected. The morning programs are delayed by the same amount of time that school is delayed. For example, if the school systems are delayed by 90 minutes, the morning program will open 90 minutes later than their normal start time (i.e. a program with a start time of 7:00 a.m. would be delayed until 8:30 a.m.) All after school programs will operate as normal.

- **On scheduled half days** (i.e. parent/teacher conferences, teacher in-services) the program will open at dismissal and be available to all registered families until 6:00 PM. Parents/guardians will be charged an additional $15.00 fee per day per child for this service, regardless of whether or not the child attends the extended day program on that specific day.

- **In the case of a school closing or an emergency early dismissal**, the after school program will **not** operate, (i.e. snowstorm, school closure due to extreme heat, power outage).

- **In the event that all after school activities are cancelled**, they are not referring to the EDADVANCE School Age Programs and the program will open at dismissal and be available to all registered families. In the event that the School Age Programs do close, parents will be notified via e-mail and phone call as soon as possible by the Program Administrative Team.

For additional information on our policies & procedures please see your EdAdvance School Age Programs Handbook.

The Program Director is responsible for the **overall** operation of the School Age Programs. The Program Administrative Team is responsible for the **daily operation** of the School Age Programs. The Head Teacher reports directly to the Administrative Team. Questions regarding the staff or the operating policies of the program should be directed to the Program Director or the Program Administrative Team.

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