

KTC SCHOOL CLOSING PROCEDURES

In the event of a school closing, the following policies procedures will be in effect:

Announcements:

Announcements regarding KTC operation related to school closings will be shared via email and text messages to KTC parents. Whenever possible, the JCSD message that announces changes to the school day will include KTC information. District announcements are posted on JCSD web pages and social media outlets, shared via Parent Square, and distributed to local media outlets. Parents may also contact KTC/Community Education by phone at 515-252-8490 (KTC) or 515-278-0552 (Community Education).

School Cancellation:

If school is cancelled due to inclement weather, dangerous travel conditions, or other emergency situations, KTC will be closed as well. In situations where school is closed but it remains safe for students and staff to travel to and remain at KTC sites (example: cold temperatures), KTC may remain open.

- **If school is cancelled and KTC does not operate, no credit will be given for KTC.**
- If school is closed and KTC operates the following will apply:
 1. KTC will operate at **Timber Ridge** and **Wallace**. (*Locations subject to change*)
 - Beaver Creek, Horizon and Timber Ridge students will go to **Timber Ridge**.
 - Wallace and Lawson students will go to **Wallace**.
 2. Parents may drop off their child (ren) starting at **7:00 a.m.**
 3. Students who attend will need to bring a lunch and a drink with their name on it.
 4. Parents must pick up their child (ren) by **5:00 p.m.**
 - Child(ren) not picked up by 5:00 p.m. will be charged the Late Pick-up Fee.
 - **Late Pick-up Fee:** 1-10 minutes late will be charged \$20.00. An additional fee of \$1.00 for each minute after the first 10 minutes will be charged (i.e. 5:01-5:10 p.m., \$20.00; 5:11 p.m., \$21.00; 5:12 p.m., \$22.00).
 5. Child(ren) already scheduled to attend the day school is cancelled will not be charged an additional fee.
 6. Child(ren) registered for KTC in Eleyo, but not scheduled to attend the day school is cancelled may attend KTC at the Full Day Care rate of **\$50.00** a day per child.

School Early Dismissal:

If school dismisses early, KTC begins at time of dismissal.

- Parents are asked to pick up their child(ren) as soon as possible so that they, and the staff, may travel home safely.
- KTC will close **2 hours* after the school early dismissal time**. *KTC may alter the pick-up time based on weather conditions.
 1. Child(ren) not picked up by the designated pick up time will be charged the Late Pick-up Fee.
 2. See '**Late Pick-up Fee**' above
- **No refunds will be given to those who choose not to attend KTC these days.**

School 2-Hr Late Start:

If the start of the school day is delayed by 2 hours, the start of the KTC day will be delayed by **2 hours** at each school childcare location and continue care until school begins.

- The 'AM Drop-In' rate will be charged for a child that attends KTC on a late start date and was not scheduled to attend that morning.
- **No refunds will be given to those who choose not to attend KTC these days.**