**Please Sign and Return**

**Snow Day Policy**

Please watch **WTAJ TV 10,** in the morning, for program cancellations. A cancellation or delay will be listed under **Crossroads Services, Inc.** You may also check the WTAJ website (wearecentralpa.com) and select weather/closings & delays as well.

**In the event of bad roads and a DELAY is posted:**

* Program will be delayed and those individuals riding Crossroads van transportation will not begin being picked up until 9:45 AM.
* A delay will pertain to the Crossroads Day Program facility as well.
  + In the event of a delay, the Crossroads Day Program facility will not open until 9:45 AM.

**Note:** Delays will also be in place for anyone residing in a Crossroads Services residential home. Residential transportation will also be on transportation delay until 9:45 AM.

* Anyone receiving any other type of transportation should not arrive until 9:45 AM. There will be no staff present at the day program facility until that time.

**In the event of bad roads and a CANCELLATION is posted:**

* A cancellation will mean that all transportation and programming is cancelled for the day.
* There will be no staff available at the Day Program facility during cancellations.

**For those who are transported by any other transportation provider:**

* Please do not arrive before 9:45 AM due to there being no Crossroads Services, Inc. staff available until that time.

**Note:** These providers may not be following the same delay or cancellation as Crossroads Day Program. Please follow the protocols set in place by these separate providers during this time. There will be no staff present at the Day Program facility during the listed times above. You may need to cancel or postpone your transportation through these other providers depending on your situation. Crossroads will not have staff available at its Day Program facility until 9:45 AM when a delay is in place.

**In the event of an Early Dismissal or Closure:**

* Each person’s home or designated contact will be notified in the event that the Day Program facility must close early in order to arrange the dismissal.
* Emergency contacts will be notified of the need for a person’s return home if the home or designated contact is not able to be reached.
* No individual will be dropped off prior to confirming that someone is home.

Program Participant Name (Printed)

Program Participant Signature Date

Parent / Guardian / Caregiver Date

Supervisor / Employee Signature Date