



## **Inclement Weather Policy – Carroll County Vocational Clients**

### **Inclement Weather Policy Carroll County Public Schools**

Target Community & Educational Services, Inc. (Target) follows the Carroll County Public Schools (CCPS) closure/delay policy during inclement weather, as announced through the following media outlets:

WTTR 1470 AM, WBAL-TV Channel 11, WJZ-TV Channel 13, WMAR-TV Channel 2, WBFF Fox 45, WPOC/WCAO/B104.3, WBAL Radio 1090 AM, Metro Network V-103 (WXTR, WWLG-AM, WGRX, WCAO, WASA, WANN, WBGR, WJHY, WNAV), Infinity Broadcasting (WQSR/WWMS/WMIX 106.5/WLIF 101.9), WRBS 95.1 FM, WAFY-KEY 103, WGET 1320 AM/WGTY 107.7 FM, WHVR 1280 AM/The PEAK 98.5 FM, WFMD 930 AM/WFRE 99.9.

You may also check Target's Facebook page and/or call the Vocational Schedule/Transportation voicemail for updates on our operating status during inclement weather. **An announcement will be made for delayed openings or closings by 6:00 a.m.**

***Target staff will not be contacting you on the status of the delay or closure. It will be your responsibility to check the above media outlets.***

1. **If CCPS is closed: Target will be closed.** This includes all transportation and employment services. It will be your responsibility to find transportation to your employment site or call out of work. Please call or text Vocational Transportation/Schedule phone (443-789-7382) or email [kmckenney@targetcommunity.org](mailto:kmckenney@targetcommunity.org) if you call out of work. Should weather conditions improve after our operating hours (7am-4pm), we will have a reevaluation of our evening operating status by 4pm.
2. **If CCPS calls a delay (1 or 2 hrs.), Target will also be on this delay.** If you are scheduled to be picked up by Target staff, your pick-up time will be either 1 or 2 hours delayed from your original pick-up time. If this delayed pick-up time affects your employment you will need to arrange your own transportation to work or call out (See Employment services Section). For example: Your pick-up time is originally 8:15am and there is a 1-hour delay: your new pick up time will be 9:15am. Please allow a 15-minute window for arrival of staff.
3. **In the event of an early dismissal,** Target staff will be in contact with clients in the Day Program, out in the community, at employment sites, as well as families/caregivers as soon as the decision is made. This may affect those on the job at that time. It will be your responsibility to arrange transportation from independent employment sites after we close, or you may need to clock out early in order for Target staff to get you safely home.



4. **For reevaluations:** In rare instances, CCPS may announce a delay with a reevaluation. The reevaluation could result in a later announcement that schools will be closed for the day. A final decision to close schools following the “delay with reevaluation” announcement will be made by 7:00 a.m. If this occurs, our services will be closed as well. **For individuals with evening employment:** Should weather conditions improve after our operating hours (7am-4pm), we will have a reevaluation of our evening operating status by 4pm.

5. If there is inclement weather on a holiday or a pre-scheduled day off for the school system, Target will make its own decisions regarding closings or delays but will follow the same protocols outline above. These will be announced on our Facebook page by 6:00 am. You may also call the Vocational Schedule/Transportation voicemail to find out. The phone number is **(443) 789-7382**. This voicemail will be updated regularly with information regarding closures and delays.

### **Employment Services**

If you receive Employment Services, please follow the Carroll County Public Schools closure/delay policy during inclement weather, as announced through various media, and as explained above. Individuals supported in paid positions are to follow their employers’ policies concerning inclement weather/ calling out. **For any delay or closure, it is the individual/guardian/caregiver’s responsibility to call out of work or arrange his/her own transportation to and from work. Target will not assume responsibility for making arrangements when the Target program is not operating or on a delay. Remember, if you go to work and Target programs are closed, there will be no job supports that day.** If you call out of work, please contact the Vocational Transportation/Schedule cell phone, or email Kelsey McKenney ([kmckenney@targetcommunity.org](mailto:kmckenney@targetcommunity.org)), so that attendance can be recorded for that day.

### **Target Community Residential Homes**

If CCPS is on a delay, Target’s residential individuals who also receive Target Vocational services, should report to the office 1 to 2 hours after their normal arrival time. (Example: If you normally arrive to the office at 8:30am, and there is a 2-hour delay, you will now arrive to the office at 10:30am.)

Individuals in a residential home setting will continue to be supported at home if the conditions outside are determined to be unsafe, and/or if the individuals’ day programs are not operating.

**If you have any questions regarding your Vocational/Employment services, please contact the Vocational Transportation/Schedule phone number at 443-789-7382 between the hours of 5am-7pm, or email Kelsey McKenney at [kmckenney@targetcommunity.org](mailto:kmckenney@targetcommunity.org) for more information.**

*This policy is subject to be reviewed/changed at any time.*



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Return this portion to your Case Manager (Nasya Banks or Chelsea Jones)

**Acknowledgement of Inclement Weather Policy**

By signing below, I acknowledge that I have received, read and understand the Inclement Weather Policy for Target Community & Educational Services, Inc

Date: \_\_\_\_\_

\_\_\_\_\_  
Client Printed Name

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature