

Extended School Closure Protocol

by St. Thomas Early Learning Center

An extended school closing can happen at any time of the year due to a catastrophic event (i.e. severe weather, pandemic, building failure, etc.). STELC may use its own discretion to close the school based on the utmost concern for the children's safety. This decision can be made at the request of the Head of School and/or Rector of St. Thomas Church.

Communication

Notification of school closing will be initiated by a designated school representative using email, phone, Brightwheel, social media, and local media outlets (KBTX, KAGS, KKYS, etc) Notification within 24 hours of an extended school closure event to licensing and accrediting agencies is the responsibility of the Head of School or her designee.

Temporary School Operation

Under current licensing standards, STELC may temporarily relocate for a period of up to 90 days. However, approval is at the discretion of the licensing inspector. To do so, fire, sanitation, and gas pipe pressure test inspections as well as approval by the designated DHHS child care center inspector and accrediting agencies of the temporary location must be obtained before or as soon as possible after the relocation. The staff and administration of the school will make every attempt to secure a safe, temporary location within two weeks of any event which renders school structures unsafe.

If it is determined that the school cannot safely complete the school year and an alternative location cannot be found, any subsequent decisions will be at the discretion of the Executive Committee of the Board of Trustees with approval by the Vestry of St. Thomas Episcopal Church.