



Professional Development Delay & Cancellation Policy for Inclement Weather

Throughout the year, severe weather conditions may disrupt normal professional development operations. Weather conditions may necessitate a delayed start, early dismissal, or all-day cancellation of Trying Together Professional Development events.

- When the decision is made to cancel a Professional Development (PD) event with Trying Together or delay the start of the PD, it will be announced with as much advanced notice as possible before the standard 8:00 AM reporting time for staff and before the start of the earliest scheduled Professional Development event.
- Decisions about evening Professional Developments will be made by 3:00 PM, whenever possible.
- In-person sessions may make the shift to virtual, if time and technology allow.
- Decisions will be primarily communicated via email. Keep in mind that if someone registered multiple attendees, each individual attendee may not receive an email; due to system limitations, we can only email the main registrant of a group.
- If a PD session was coordinated by a child care program director or other admin staff, that coordinator will also receive a phone call.

All employees and educators are encouraged to take responsibility for their own safety. Everyone should use their own best judgment when considering traveling to a professional development event or the need to leave early during times of inclement weather.

Trying Together will make every effort to take the host site's availability and needs into account when rescheduling cancelled sessions.