



Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

## EMERGENCY AND INCLEMENT WEATHER SCHOOL CLOSING SCHEDULE 2017-2018

School:  Director:

Director's Cell Number:  Center Telephone:

Type of Closing	Scheduled Room(s) Use	Hours of Use (Beginning and End Time)
Schools Delayed Two Hours with Administrative/Central Offices Open on Time	<input type="text"/>	<input type="text"/>
Schools Closed for Students with Administrative/Central Offices Delayed Two Hours	<input type="text"/>	<input type="text"/>
Schools Closed for Students with Administrative/Central Offices Open on Time (6:30 or 7:00 a.m. - 6:00 or 6:30 p.m.)	<input type="text"/>	<input type="text"/>
*Schools and Administrative/Central Offices Delayed Two Hours	<input type="text"/>	<input type="text"/>
Schools Closed for Students and Administrative/Central Offices Closed	All Activities are Cancelled	

*\*Official Administrative/Central Office hours are 8:30 a.m. - 5:00 p.m. This applies to CUPF, MCPS Joint Occupants and the County's Health and Human Services childcare tenants.*

I understand that if I encounter a problem at the school (i.e. late entry, lockout or utilities), it is my responsibility to notify CUPF by close of business on the day of the problem by emailing [childcare@montgomerycountymd.gov](mailto:childcare@montgomerycountymd.gov) or by calling 240-490-2873 (after 5:00 p.m.).

I understand that if Administrative/Central Offices remain open and the childcare center chooses to close for all or part of the day, OR deviates from the schedule above, I must notify CUPF verbally or in writing no later than 5:00 p.m. the next business day. The amended change will not impact the schedule above.

Print Name

Signature

Date