



MT. AIRY  
LEARNING TREE  
NEIGHBORS TEACHING NEIGHBORS

Mt. Airy Learning Tree  
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## Weather Policy

In general, we DO NOT CANCEL classes due to weather in the Spring and Fall. Heat waves can happen in May and June – locations may not have air conditioning. If you have concerns, please contact MALT to ask about your location's situation. Please be flexible.

Snow is another story altogether. Please read carefully!

Snow / Bad weather closings: MALT follows the Philadelphia School District, within reason – if the schools are closed, please check our website or call the office to see if your class has been affected.

- If the storm falls during our office hours we will put a message on our voice mail, and post a notice on our website with instructions for classes.
- If the storm comes in after our office hours or on a weekend first check our website and phone message to see if we have posted instructions for classes. If there is no message then it is up to YOU to decide what makes sense. If you have a key to your location, that decision is yours alone.
- If you decide to cancel you MUST contact ALL OF THE STUDENTS ON YOUR LIST, BY PHONE and e-mail if listed.
- If you do not have a key and are relying on the location to let you in and to lock up, contact us during our office hours before the storm when possible and we will give you contact info for the location. We will also contact the locations upon the threat of a storm and give them your name and number. We will ask them to contact you if they are NOT going to meet you to open up.

**If you cancel you class due to weather it will be up to you to contact all of your students enrolled in your class if it is not going to happen.**

### HOW TO AVOID PITFALLS IN COMMUNICATION:

- Don't wait until the last minute...PLAN AHEAD!
- Make sure you have your rosters ready to call and e-mail your students.
- If you need help with logging in to get your roster, please call the MALT office M-F 9am-2pm.
- Take that extra step when trying to contact your students. Better that they get too many messages (via e-mail, day phone, eve phone) than too few.

### MAKE UP POLICY FOR MISSED CLASS DUE TO SNOW

- For an ongoing class in most instances we add a week to the end of the series
- For a one day class we plan to do a make-up at the same time and location the following week.

HOWEVER, from time to time a location issue can make the above policy not possible, so please check with the MALT office to confirm the rescheduling.