



Mt. Airy Learning Tree
6601 Greene Street
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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!

We do not cancel classes over the THREAT of a snow storm

IF it actually snows here is what to do:

- If the storm comes in during our office hours, (M-F 9am-2pm), feel free to call us at 215-843-6333 and we can help you decide on the best plan. If the storm falls during our office hours we will put a message on our machine and post a notice on our website with instructions for classes.
- IF the storm comes in after our office hours or on a weekend 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. **AGAIN...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.