

Steven Good  
**Child Care Coordinator**  
gooste@share.wilsonsds.org  
**Ext. 1163**



Susan Wails  
**Preschool Lead Supervisor**  
waisus@share.wilsonsds.org  
**Ext. 1361**

**District Offices:**  
2601 Grandview Boulevard  
West Lawn, PA 19609-1324  
(610) 670-0180  
[www.wilsonsds.org](http://www.wilsonsds.org)

**Berkshire Heights  
Early Learning Center:**  
711 N. Wyomissing Boulevard  
Wyomissing, PA 19610  
(610) 670-0180 x4823

---

---

## **Inclement Weather Procedure for Berkshire Heights Early Learning Center (Preschool)**

Dear Parents/Guardians:

For the most updated information regarding a Preschool closing, delay, or early dismissal due to inclement weather or other emergency situations, please contact our Berkshire Heights ELC Hotline at 610-670-0180 x4900. In addition, a recorded phone call will be sent out by Child Care Administration informing parents of any closings or delays due to inclement weather.

The following guidelines are in place to provide the appropriate student to staff ratios and to provide the maximum safety for the children and our staff. Please note that, although we typically follow the Wilson School District for closings, delays, and early dismissals, there may be times when we chose a different schedule for our students. Therefore, it is essential that families call our Hotline to ensure you have the most accurate information regarding Berkshire Heights ELC.

### **Delayed Opening of School:**

- **Berkshire Heights Early Learning Center** will open at 8:30am. (subject to change)
- We are unable to provide care for children who are not contracted on the specific day of delay.
- Regular contracted rates will apply whether care is used or not.

### **School Closure:**

- Please contact our Hotline, 610-670-0180 x4900, to receive the latest update regarding **Berkshire Heights Early Learning Center**.
- You are not required to pay for days when the preschool is closed due to inclement weather.

### **Delayed Opening and then a Closure of School:**

Should there be a delayed opening of school and children are in care, and then we determine that a closure of Berkshire Heights ELC is necessary:

- Parents will be contacted to pick up their child by a specific time, determined by Administration.
- Tuition rates for this type of day will be determined by Administration.

### **Early Dismissal due to Inclement Weather:**

Parents are asked to make emergency plans for the pickup of their children in the event of an early dismissal. Should an early dismissal be announced, we will determine a required picked up time for your child so that students, along with our staff members, can get home safely. Please call our Hotline for most up to date information. Tuition rates for this type of day will be determined by Administration.

***Please Note:*** The above guidelines reflect common weather occurrences but unfortunately we are unable to predict all of them. We will try to follow the above guidelines as much as possible, but other situations may arise causing us to adjust them. For the most updated information regarding a Preschool closing, delay, or early dismissal due to inclement weather or other emergency situations, please contact our Wilson Child Care Hotline at 610-670-0180 x4900.

Sincerely,

Steven A. Good  
Coordinator of Child Care