

Updated November 2023

Dear Steps to Success Families,

Unplanned weather is never convenient. We understand the frustrations the unknown can cause and the inconvenience to your family. Our top priority is the health and safety of all our families and staff. We need to ensure that we can provide high quality care in these unexpected situations. Steps to Success will implement the following procedures at our locations.

**Conestoga Valley School District 2 Hour Delay-** In the event of a 2 hour delay, Steps to Success will also operate on a delayed opening schedule. All five Steps to Success locations including the child care center, located in Conestoga Valley School District, will open at 8:30 am. Steps to Success Pre-K Counts will operate on CV's modified 2 hour delay schedule.

**Conestoga Valley School District or Donegal School District Unplanned Early Dismissal-** Steps to Success will be open for all early dismissals. We will be continuously monitoring the weather conditions for the safety of all staff and families. Please be aware there may be times it is necessary to close early for these events. You will receive communication from Administration through the platforms listed below.

**Conestoga Valley School District Closure-** In the event of an unplanned closure, all Steps to Success locations inside Conestoga Valley School District will open on a delayed schedule of 9:00 am-5:30 pm. CV elementary school age programs will be operating at Leola Elementary. Parents will need to notify Adriana or Emma of attendance. Any school age child attending Leola Elementary will need a packed peanut/tree nut free lunch. If your child attends the child care center at Zion, parents can notify Javelle for any attendance changes. Steps to Success Pre-K Counts will be closed.

**Donegal School District 2 Hour Delay-** In the event of a 2 hour delay, Steps to Success will also operate on a delayed opening schedule. We will open our Donegal Primary School program at 9:00am.

**Donegal School District Closure-** In the event Donegal School District Closes, Steps to Success will also close.

The Administration of Steps to Success understands that communication is essential to families and staff. Below, please find the ways in which we will continue to communicate with everyone. We strongly encourage you to join each of these platforms to check when weather may be affecting the operations of Steps to Success.

**Brightwheel:** All families will be notified via the Brightwheel alert system.

**WGAL:** Steps to Success updates can be found on WGAL.

**Phone:** You may call 717-517-8470 to hear a message related to any closings or delays.

**Facebook:** Please join our Steps to Success Facebook page for all program updates!  
[https://www.facebook.com/Steps-to-Success-Christian-Early-Learning-Center-524314554247411/?ref=br\\_rs](https://www.facebook.com/Steps-to-Success-Christian-Early-Learning-Center-524314554247411/?ref=br_rs)

**Email:** All families are included on our center email chains. You will receive an email from [adrianawitman@stepstosuccessinc.org](mailto:adrianawitman@stepstosuccessinc.org), [emmarivera@stepstosuccessinc.org](mailto:emmarivera@stepstosuccessinc.org), [javellequinn@stepstosuccessinc.org](mailto:javellequinn@stepstosuccessinc.org) with updates to center schedules. If you are not receiving these emails or would like to add an additional contact email, please contact Adriana, Emma, or Javelle directly.

There may be times communication on one or more of these platforms is delayed after a School District Announcement. This is due to administration traveling and finding a safe place to send or post communication. All families and staff will be notified as soon as possible.

We will continue to make the best decisions possible for families and staff. We are blessed with a dedicated staff who put your child's best interests before their own. We are thankful you are a part of our Steps to Success family.

Sincerely,

Javelle Quinn  
Director at Zion

Adriana Witman  
Early Education Administrative Director

Emma Rivera  
School Age Administrative Director

Michelle Harbaugh  
Executive Director