Ellsworth Adult & Community Education Weather/Emergency Cancellations Protocols and Procedures

We want to make sure everyone is safe in inclement weather. We wish we could contact each and every one of you when our classes, meetings and appointments are cancelled, but recognize this isn't always realistic.

When are classes, meetings and appointments cancelled due to weather or an emergency? Since Ellsworth Adult & Community Education is a department of Ellsworth School Department our closures follow the closures of Ellsworth Schools.

- 1. If Ellsworth schools are cancelled for the day because of weather, adult education daytime and evening classes are also cancelled.
- 2. If Ellsworth schools have early dismissal, then all adult education classes starting at 12pm or later are cancelled.
- 3. If Ellsworth schools after-school activities are cancelled, all adult education classes starting at 2:30pm or later are cancelled.
- 4. If the weather forecast suggests deterioration of conditions during evening hours, then classes starting at 4pm or later will be cancelled. This decision is made by 2pm.

How can you find out that classes, meetings and appointments are cancelled?

- 1. Check the Ellsworth School District website www.ellsworthschools.org;
- 2. Check the Ellsworth Adult Education website www.ellsworth.maineadulted.org;
- 3. Check the Ellsworth Adult Education Facebook page;
- 4. Look for announcements on WLBZ TV 2 and WABI TV 5 TV stations;
- Call Ellsworth Adult Education at 664.7110. If you try a couple of times and no one
 answers after 9am, then it's likely that we are closed and our classes are cancelled. Our
 director can check messages left on the general mailbox and can sometimes return your
 call remotely.

When will 'make up' classes be held?

A make-up date is usually included in the catalog description of classes on our website. If you have an appointment you will be contacted to reschedule your appointment.

If you have questions about the protocols and procedures don't hesitate to contact us at adultedinfo@ellsworthschools.org or 207.664.7110.