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**Policy: Program Cancellations**

**Adopted by Board of Park Commissioners: October 2019**

In order to streamline and create process cohesion amongst the dozens of programs being offered across departmental divisions, the following Program Cancellation Policy has been developed.

1. School Closing or Early Dismissal- If the Bristol Public Schools are closed or have an early dismissal all Parks, Recreation, Youth and Community Services programs are cancelled.
2. If it is an outdoor activity and inclement weather appears to be entering the area the instructor will attempt to notify participants 1 hour prior to the scheduled start time via e-mail, phone call or text message.
3. The Parks, Recreation, Youth and Community Services Department will make every attempt to schedule a make-up class if missed due to inclement weather. If the staff are unable to do so due to scheduling conflicts at the schools, a refund credit will not be issued.