

Bridgewater Day Care Centre Closure Policy

The aim of Bridgewater Day Care Centre is to remain open, whenever feasible, to provide a service to the community.

The purpose of this closure policy is to establish a method for staff to communicate if conditions exist which impact their ability to arrive to work, and for administration to make decisions around closures and communicate closure decisions to staff and parents.

Factors for closing the Centre are:

- Insufficient number of employees to safely operate the program

- Weather forecast, current weather and road conditions

- Power outages

- EMO/Dept. of Health/Dept. Of Education and Early Childhood Development directives.

When a severe weather event occurs, Centre staff will communicate prior to 6:15 am, if they are unable to arrive to work. In certain circumstances, administration staff will make a decision prior to hearing from Centre staff regarding closure. By or before 6:15am the decision regarding closure will be made.

Should the Centre close - A message will be broadcast on the local radio stations (CKBW and Country 100.7). A message will be placed on the Centre's answering machine and the Centre's website. As well an email notice will be sent out. Centre staff will be informed by phone or text. These notices should be made by 6:30am to inform parents, staff and volunteers of closures.

If conditions exist that the Centre needs to close mid-day or early, parents will be notified directly by phone and asked to make arrangements to pick up their child as soon as possible.

Parents and Centre staff could possibly arrive at the Centre and then be informed of a closure without prior knowledge. The Centre recognizes that when all means of communication are down (phone, internet) that Administration staff have no means to communicate closures other than in person.

Other:

If an employee is unable to travel to work due to weather conditions (not severe) and the Centre remains open, it is their responsibility to find a substitute and to contact the Director as soon as possible.

Parents will be charged their regular child care fees when the Centre closes for up to three closures, (based upon each parent's enrollment) in a given year. Centre staff will normally receive regular scheduled wages on closure days, however should a situation exist that the Centre is closed for an extended period of time, this practice may not take place.

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