

## **Beacon Learning Centre Closure Policy - Updated January 2023**

Emergencies beyond Beacon Learning Centre (BLC)'s control, such as the breakdown of essential services (e.g., Hydro, heat, and/or water), inclement weather days and emergency health conditions can occur. BLC must consider the safety of all children and staff when making decisions regarding full-day closures or early closures due to emergency conditions.

### **PURPOSE**

- To ensure the health and safety of all children and staff at Beacon Learning Centre during inclement weather and when it may be necessary to close Beacon Learning Centre due to an unforeseen circumstance or emergency.

### **POLICY**

- When severe inclement weather, such as ice, fog, rain, sleet, snow and/or wind, makes normal daycare operation a significant danger to Beacon Learning Centre employees, children and/or their families, or prevents safe travel to/from work for employees, Beacon Learning Centre may find it necessary to close the centre.
- To inform its decision, BLC will consider the decisions made by the Ottawa Carleton District School Board (OCDSB) and other area school boards with respect to weather related closures. Should schools be closed entirely or forced to close early due to severe weather conditions, BLC will advise parents that the program will be closed or to make arrangements to pick-up their child(ren) earlier than usual.
- The final decision to close BLC will be made Executive Director or their designate taking into consideration all information available.

### **COMMUNICATION TO STAFF AND PARENTS**

- A notice of emergency closure will be placed on Storypark as soon as possible.
- An email of emergency closure will be sent out to families as soon as possible.
- All employees and families will be contacted by phone and informed of the emergency closure.

### **FEES and PAYMENT**

- Unless otherwise noted, fees will not be refunded if the closure is a result of a circumstance beyond BLC's control.
- BLC staff who were scheduled to, but who are unable to work because of the Centre's closure will still receive their regular pay for their scheduled hours. A staff member that has scheduled vacation time off or called in sick prior to the closure announcement will not receive an additional day's pay.
- If closure of the Centre is expected to exceed five (5) working days, the Board of Directors will meet to assess the situation and determine the next steps, taking into account future fees and any other relevant circumstances.