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GENERAL MANUAL POLICY

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Executive Director

CATEGORY: WJ Griffis Children's Centre

TOPIC: Closure Due to Inclement Weather

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POLICY

It is the policy of the W. J. Griffis Children's Centre Montessori preschool to close the program due to the safety of the children and staff during inclement weather, particularly snow or ice storms, in keeping with city school closures.

GENERAL MANUAL PROCEDURE

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PROCEDURE:

Closure Prior to Commencement of the School Day:

1. If the city schools announce closures for all children, then the W.J.Griffis Children's Centre will close as well.
2. If this closure is announced early morning, before the start up of classes, the supervisor of the W J Griffis Children's Centre will call the Director of Services and Organizational Quality Assurance or designate, if appropriate, to recommend closure of the Centre.
3. Upon approval from the Director of Services and Organizational Quality Assurance or designate, the supervisor will call CBC radio at 625-5000 and CKPR at 346-2600 to have the closure announced on the radio for families.
4. The supervisor will then call the W.J. Griffis Children's Centre staff to inform them of the closure.

Closure During the Operation of the School Day:

1. If the weather conditions deteriorate during the course of the day or city schools announce their closures, then the supervisor will contact the Director of Services and Organization Quality Assurance or designate, if appropriate, to seek approval for the closure of the Centre's programs.
2. The supervisor will then inform the staff of the closure.
3. The staff will then proceed to contact the families, to inform them of the closure of the W.J. Griffis Children's Centre due to inclement weather.
4. The required level of staff as per regulation must remain until the children have been picked up from the Centre.
5. Once all of the children and staff have left the building, then the supervisor, or designate, will close the Centre.