**EMERGENCY CLOSURE POLICY**

(Revised Nov 2022)

Certain emergency situations, such as the failure of essential services (e.g. heating or water systems), building damage, fire outbreak, severe weather conditions, or an illness epidemic may occasionally make it necessary for our center to close unexpectedly to ensure the safety of all. In such scenarios, the following with be implemented:

The first 3 unexpected closure days of the fiscal year (April 1- March 31) will not be charged to parents. Families will be charged their regular fee for the 4th, 5th & 6th closure in the same fiscal year. Any additional closures will not be charged to families.

*If the closure occurs PRIOR to the opening of the center (6:30 am):* Parents or guardians will NOT be charged for that day.

*If the closure occurs AFTER the opening of the center*: Parents or guardians WILL be charged for that day. Parents or guardians are responsible to pick up their children in a timely manner.

An email will be sent notifying families of any closures as soon as possible to those that have signed the email release form.

Management will update the answering machine at the center, and the daycare website gillisplayandlearn.com as soon as closure notice is given. All parents or guardians are responsible to call the Centre or check the centers website gillisplayandlearn.com to see if the Centre is open.

GPLC follows the same weather closure polices as set out by Sunrise School Division, which can be found on their webpage (Parents 🡪 Weather) Please note that this link is subject to change and parents can navigate through the Sunrise School Division website directly. <https://www.sunrisesd.ca/apps/pages/index.jsp?uREC_ID=1060727&type=d&pREC_ID=1356417>

Information is gathered the evening before and the morning of by collecting weather information through the Environment Canada website. A decision will be made by the Executive Director and Board Chairperson at 6:00 am. The radio stations below will also be notified of the closures

* CJOB 680 am
* CFQX 104.1 FM

Understanding that closures on short notice may cause some challenges for families, safety of the children and staff are the priority for this decision being made. If power goes out due to cold weather, we do not have a back-up generator to keep the day care warm. The Centre’s back-up destination is to travel to the Curling Club and this distance is much too far for the children to walk in these extreme conditions. Staff will contact the Executive Director or Supervisor and Manitoba Hydro to inquire on the situation. If it is determined that the power will remain out longer than two hours, staff will implement an emergency closure.

Parents/guardians are to make their own decisions on whether to take their child(ren) to the Center. If the Center is open and parents/guardians decide their child(ren) will not attend that day, fees will still be charged for the day missed.