



Inclement Weather/Emergency Closure Policy and Procedures

Policy

Waterloo Co-operative Preschool will close when inclement/severe weather makes travel to or from the preschool dangerous for our families, staff and volunteers. We will also close in the event that conditions at the preschool are dangerous or unsuitable for children, staff and volunteers. The closure will apply to all programs, and field trips.

Waterloo Co-operative Preschool will make all reasonable attempts to remain safely open, including attempting to find qualified substitute educators as long as ratio is maintained. A qualified Supervisor or designate must be on site during all operations.

Decision-making

A decision to close will be made by the Supervisor(s) based on the criteria outlined below. If consultation about conditions in Waterloo is required the President (or nominated delegate) should be contacted. The cancellation will receive the support of the Board of Directors. The closure will be recorded in the minutes of the next meeting of the Board of Directors.

Criteria used when considering a closure

- The Waterloo Region District School Board (WRDSB) closes schools, buses are canceled, and/or;
- Staff are unable to make a safe drive to/from work, and/or;
- No power or water at the preschool. and/or;
- Gas leak, fire or flooding at the preschool.
- Sickiness or staff shortage
- Roads indicate deterioration or unsafe travel on 511
- The church parking lot is determined to be unsafe due to ice or other conditions

Note: Extreme cold (-30°C or below) or extreme heat (35°C or higher), extreme low air quality, and school bus cancellations can be indicative of very poor conditions and may be reasons in and of themselves to close.

Resources to use when determining a closure

- Waterloo Region District School Board news page (school closures/bus cancellations announced by 6 am): or school boards in the regions staff travel from.
<https://www.wrdsb.ca/>
- Radio:

<https://www.570news.com/kitchener-waterloo-extreme-weather-centre/>

and

<https://www.kitchenertoday.com/local-news/extreme-weather-centre-tuesday-cancellations-1217379>

Closure prior to the opening of the school

- The decision to close will be made by the supervisors by 7:00 am for full day or morning classes, 11:00am for afternoon classes
- The notice of the closure will be completed by 7:30 am or by 11:30am for the afternoon classes by the Communications Officer

Notice of closure procedures prior to the start of class

Once a decision has been made to close the school, the following will happen:

- The Supervisor will contact the President and Communications Officer to notify of the need to communicate the closure with the membership.
- The Communications Officer will email all parents (using the last email on file) with the announcement of the closure.
- The Communications Officer will post notice of closure on social media accounts.
- The Assistant Supervisor will post a notice of closure on Seesaw.
- The Supervisor will contact the staff and any scheduled volunteers or placement students regarding the closure.
- The Supervisor will contact local radio to advertise the closure if it is a full day closure.
- The President or Supervisor will inform the landlord (church) of the school's closure. If there is someone at the church, they will be asked to post the preprinted closure sign the church has on file.
- If afternoon programs need to be canceled prior to classes starting, but after morning programs have already begun, the Supervisor will notify the Ministry of Education program advisor promptly when classes are canceled and will file any serious occurrence reports as needed.

Closure of the school during normal operating hours

If the preschool is in operation, in the morning or afternoon, when the weather and/or road conditions worsen, and it is determined that the school must close as soon as possible, parents will be called and will be required to pick up their children as soon as possible and a serious occurrence is filed by the Supervisor or designate within 24 hours The [Serious Occurrence Policy and Procedure](#) will be followed in this instance.

Notice of closure disclaimer

Every effort will be made to contact the membership in the event of a school closure. If families are unsure as to whether their class is canceled or not, families are encouraged to check their email, check Seesaw and the Preschool's social media accounts, or email the President, Communications Officer or Supervisor (contact details located on the website).

When the Waterloo Co-operative Preschool does not close in inclement weather

Families are reminded that they are responsible for determining when weather conditions make their travel unsafe.

Classroom Volunteers

If the school is closed during a scheduled volunteer shift, the family will not be asked to switch classes or make it up at a later date.

Attendance and Fees

If the school is closed or should close prior to regular closing hours, there will be no reimbursement or credit of fees. Students will not be allowed to switch classes to make up for the closure.

Staff

If the school is closed due to an adverse road and/or weather conditions following the school closing policies, educators shall be compensated as if the school was open. If educators determine that they are unable to safely travel to and from work due to the adverse road and/or weather conditions, they must inform the Supervisor. Educators will be expected to use available office hours to complete administrative work from home during school closure such as Seesaw learning stories, captions, or planning.

If the preschool must close for other reasons, unrelated to weather or road conditions, outside of the Board's control, the Board will determine if the educators shall be compensated on a case by case basis. Supervisors will continue to be available throughout any closure by email.

Revised: November 2023 by Tracey Marques (Supervisor), Patty Fallis-Robbins (Assistant Supervisor) and Britney Stewart (Administrator)

Approved By: Diana Dragusin (Vice-President) on November 21, 2023

Seconded By: Ella Weber (Membership officer) on November 21, 2023