

**CENTRAL EGLINTON CHILDREN'S CENTRE  
SEVERE WEATHER SCHOOL CLOSURE**

**Date Policy and Procedures Established: July 26, 2022**

**Date Policy and Procedures Updated: February 27, 2024**

Occasionally, severe weather conditions may require the school boards to close schools. This may occur before school begins or, if conditions become severe, during the school day.

The decision to close schools is made by the Directors of Education with the Toronto District and Toronto Catholic School Boards.

CECC will follow the directions of the school boards unless school is not in session.

**Preparation**

- CECC directors will confer with the schools' principals to discuss procedures.
- The school administrator will keep a master list of the children enrolled in the school, indicating the children who attend childcare.

**Severe Weather Warning with Notice - Procedures**

*If there is a severe weather warning the evening before school opens:*

- The schools' principals will email or send home a warning letter
- CECC's directors or designates will e-mail and post on Storypark the warning from the principals.
- All parents/guardians and staff will encourage everyone to check the boards' websites, listen to the radio or watch the news in the morning.
  - School closures should be announced from 6:30 a.m. onward.
- If CECC is ordered to close in the morning of a school day, the directors or designates will inform the following by email, posts on Storypark and Twitter to:
  - Staff
  - Parents/guardians.
- The directors or designates will leave an information message on the answering machines of each site.
- If possible, one or two members of staff will go to Eglinton and St Monica's to post a closure note on the doors.
- If the schools are not in session, the decision to close CECC will be made by the directors or designates, in consultation with CECC's Board of Directors

## **Severe Weather – No Notice**

*If the school boards announce school closures during the day:*

- 1 The school administrators will provide CECC with the list of the children in attendance at school.
- 2 CECC's directors or designates will call staff who are on split shifts or those who have not started work.
- 3 CECC's directors or designates will inform the parents/guardians by calling or e-mailing, plus posting on Storypark and Twitter.
- 4 Each person contacting the parent/guardians will receive a current attendance which indicates whether a child is in attendance.

## 5.7 SEVERE WEATHER SCHOOL CLOSURE

### Severe Weather – No Notice continued

*If the school boards announce school closures during the day:*

- 5 The callers will record next to the child's name, one of the following:
  - A** = Absent
  - SC** = Successful Contact was made with parent/guardian – with name of alternate pick-up person, when necessary
  - LM** = Left Message
  - NC** = No Contact Made
  - PU** = Picked Up - indicate name of person who picked up and the pick-up time
- 6 CECC will request the names of anyone, other than the parents, who will pick-up. Parents may provide permission, via e-mail or phone, for non-designated people to pick-up.
- 7 All those who pick-up the children from CECC must sign-out on the parent drop off/pick-up sheet. If the schools are still in session, the children will be picked up from their classroom or the school office. CECC will check with the offices of the schools to ensure no children are remaining. If it is CECC's time, we will take the children into our care.
- 8 If there is no response from the e-mail or call, the directors and/or designates will continue to call one or all the following, until contact is made:
  - I. Cell
  - II. Work
  - III. Home
  - IV. Emergency Numbers
- 9 CECC will share the list of families who have been contacted and their responses with the school administrator.
- 10 If some children are not picked up early, the directors or designates and staff who live within walking distance of the schools will stay with any remaining children, all other staff may be sent home, if ratios allow
- 11 CECC's directors/designate will report the closure to the Ministry of Education as a Serious Occurrence



