



Jost Mission Day Care Society: Storm Closure Policy & Procedures

Related Policies and Documents:

EJCC Parent Handbook

EJCC Staff Handbook

Storm Closures

EJCC (Edward Jost Children's Centre) sites will follow HRCE (Halifax Regional Council for Education) school closures. On days where inclement weather poses significant risks for travel or operations and the HRCE school board cancels regular school programming, all EJCC sites will close for the day.

In the event of closure, EJCC's ED (Executive Director) will:

- Announce the closure as close as possible to **6:00am** through the EJCC Facebook page, and HiMama app.
- Initiate a phone tree for contacting all staff to inform them of the closure in a timely manner.
- Notify local Radio stations FX101.9, Q104, C100, and CBC.

Delayed Opening

On days where HRCE delays opening of regular school programming, the ED has discretion to delay opening of EJCC sites up to 10am.

In the event of delayed opening, the ED will:

- Announce the delayed opening as close as possible to **6:00am** through the EJCC Facebook page, and HiMama app.
- Initiate a phone tree for contacting all staff to inform them of the delayed opening in a timely manner.
- Notify local Radio stations FX101.9, Q104, C100, and CBC.
- By **7:30am**, decide whether to open or close for the day, and announce the decision through the same channels.

The ED will close EJCC sites if HRCE opening is delayed beyond 10am, due to the operational challenges related to late commencement of regularly scheduled programming and preparation of the midday meals.

Early Closure

On days where weather deteriorates during an active service day and poses significant risks for travel or operations, the ED has discretion to close EJCC sites early.

In the event of an early closure, the ED:

- Announce the early closure at least 90 minutes prior to expected pickup through the EJCC Facebook page, and the HiMama app. Parents or guardians can confirm receipt of message and a pickup plan via HiMama. Should they not confirm receipt, the centre staff will initiate phone calls to listed contacts.
- Parents or guardians will be expected to secure arrangements for the safe collection of their children prior to or by the time of closure.
- Notify local Radio stations and Media outlets (FX101.9, Q104, C100, and CBC).