



The Lee Wiggins Childcare Centre NOTICE OF DISRUPTION – CLOSURE POLICY

Closure

- a. **Closure due to job action or strike:** In the event of job action or strike involving York University or Seneca College personnel, every effort will be made to keep the childcare centre open and operating at full capacity. A job action or strike may cause restrictions to the hours of operation and/or programs offered.
- b. **Closure due to Health and Safety or other circumstances:** Due to unforeseen circumstances, the centre may be required to close for health or safety reasons (i.e. illness outbreak, fire, flood, etc.).
- c. **Closure due to weather conditions:** If York University determines that the school must close early due to severe weather conditions, the centre will advise parents to make arrangements to pick-up their children earlier than usual. There may be an occasion that York does remain open but the Childcare may need to close due to weather, if staff are unable to get to work.

Under any of the circumstances listed in a) or b) above, if closure of the Lee Wiggins Childcare Centre (LWCC) is expected to exceed 5 working days, every effort will be made to move the centre to an alternate suitable location, based on the Ministry of Community, Family and Children's Services approval.

All decisions regarding LWCC closures will be made at the discretion of the Board of Directors and the Coordinator taking into consideration the safety and health of the children and will be communicated to parents with as much notice as possible.

Fees Will Not Be Refunded Due to Centre Closures

All clients will be notified of any closures and all required information via emails and through updated messages on the child care voice mail system. If possible, there will be notifications posted on the front door. This information will be provided as soon as it is available.

Any Families with a disability should notify the Coordinator if they require another form of communication regarding receiving information.



**The Lee Wiggins Childcare Centre
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NOTICE OF SERVICE DISRUPTION**

Dear Parents,

There is currently an unforeseen service disruption at:

The estimated disruption will be from: _____ until _____

This disruption includes:

For any questions, please contact:

All clients will be kept updated of all closure information via Emails and through updated messages on the child care voice mail system as we receive it.

We thank you for your patience and understanding.

Coordinator Name:

Coordinator Signature:

Chair Name:

Chair Signature: