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## Severe Weather Closure Policy

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Policy Area	Severe Weather Closure Policy
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Closing torc.CFRC due to bad weather (normally cold weather incorporating snow, ice etc.) is a difficult decision under the best of circumstances. The management will always execute such a decision based upon the best information available and the best interest and health & safety of the children, their families, and the staff.

torc.CFRC will adopt the following steps in the event of severe weather requiring **full closure**:

- In the event of severe weather where it is currently the case or pre-determined that travel conditions are or will be difficult, where possible a decision will be made by the Centre's Management on the evening before opening to close the Centre the next day.
- Parents will be notified via SMS text as per the mobile/work numbers supplied by parents on their child's registration form.
- Notice of the closure will also be put up on our web-site and our Facebook page.
- In the event of a full closure, determined by the Centre's management no fees will apply for the day (or part of) or days of closure.
- Please note circumstances may dictate that the decision to close may not be able to be made until the morning but the same steps will be followed thereafter.

torc.CFRC will adopt the following steps in the event of severe weather requiring **partial closure**:

In the event that some of our staff not able to attend torc.CFRC due to severe weather, the Centre will attempt to keep the Centre running at full capacity where possible.

However, in the event of staff not able to attend the facility & levels falling below our normal working levels, to stay in line with legislation & child ratio's, we will be unable to receive our normal levels of children. In such an event the following steps will be followed:

- The Centre's management will attempt to pre-empt any shortfall in advance and have such information the night before a partial closure.
- Parents will be notified via SMS text as per the mobile number supplied by parents on their child's registration form.
- Notice of the partial closure will also be put up on our website and our Facebook page.
- In the event of a partial closure, determined by the Centre's management fees will apply for the day (or part of) or days that your child is accommodated.
- Please note circumstances may dictate that the decision to activate a partial closure may not be able to be made until the morning but the same steps will be followed thereafter.
- In the event of the above circumstances arising children will be accepted on a **first come first serve basis only**. No exceptions or breach of ratio's will be permitted in the above circumstances.

Parent cooperation is essential for any inclement weather condition. Children need to be dressed for the conditions.

The decision to close the centre in such circumstances will invariably not be universally accepted.

Issues of family schedules, day care, and a host of other problems are always created when a school closes with little notice to parents.

Issues of child safety are paramount, and this essentially lies at the centre of the Centre's decision making. However, if the Centre is open and offering a full-service fee will apply in the normal manner.

### **Review**

This policy will be reviewed every three years or sooner if required.

Revision No.	Approval Date	Document Reference and Changes Made	Name