

Inclement Weather Centre Policy

The Prospect Road Community Centre will advise of delays and/or closures via our email distribution list, website, and social media. We encourage the community to sign up for the email distribution list, follow the Centre's Facebook page if possible, and check the website frequently for updates.

Centre Operations

In the event the Centre will not open: Information will be shared via social media, website, and email distribution list stating the Centre is closed due to weather. Recreational program participants will be notified by phone (if possible) or email. Rentals will be notified by email.

Childcare

***If schools are closed (HRCE & CSAP) childcare programs (Before & After, Preschool) will be canceled.** We **will not** offer storm day camps.

If schools delay opening, we will not offer Before School care. Preschool parents will be notified directly regarding their start time, which may vary from their regularly scheduled start time depending on conditions.

Parents should follow the Halifax Regional School for Education (HRCE) website and sign up for HRCE notifications.

***If HRCE schools are open, the Centre will open as per usual times - programs and services.**

During Inservice Days or Day Camps, when HRCE is not operational, the Team Leads and Management will communicate with each and provide a decision by 6am. Possible decisions are the following: Centre will open normally, delay opening, delay with future assessment, or close for the day.

Processes for delays and closures:

Making the decision:

- 1) The Prospect Road Community Centre will follow HRCE, HRM and other similar facilities closures and delays. Management and Team Leads will have a discussion to determine next steps.
- 2) Staff will assess road conditions, parking lot conditions, staff safety and availability. Staff will determine if the Centre will delay opening. Information regarding expected opening and time of next assessment will be provided.
- 3) It is possible the delayed opening may be extended given conditions at time of reassessment. Further delays will be communicated.

Members will be able to access the Fitness Centre at the time the building opens for regular operations.

Centre Closure/Delay Procedures

- 1) If the decision is to delay opening we will communicate a predicted opening time with a reassessment set for 2 hours prior (example: delay opening until 12pm, with a reassessment at 10am)
- 2) During the reassessment, Management will determine if the delayed opening will be prolonged following the same 2-hour communication timeline from above or if a closure for the remainder of the day is required.

***Please note that these are guidelines and may be adjusted accordingly for each situation.**

Early Closure:

In the event the Centre has to close early due to deteriorating weather conditions this will be communicated through our regular channels and to our parent contact lists. If school is dismissed early due an approaching storm we will accept children in our After School Program at time of early dismissal and communicate to parents our closure plan and required pick up time.