

Department:	Brockton Child Care Centre	Policy Number:	S01-1200-25
Section:	Social and Health Care Services	Effective Date:	November 25, 2025
Subject:	Child Care Closure Policy	Revised Date:	
Authority:	By-Law 2025-097		

1. Purpose

The Municipality of Brockton is committed to providing high-quality child care services while balancing the needs of families, staff, and the organization. From time to time, scheduled closures are necessary to support staffing requirements, training and professional development opportunities, and financial sustainability. The purpose of this policy is to outline the standards, guidelines, and procedures related to planned Brockton Child Care Centre closures, ensuring fairness, transparency, and consistency for all families and employees.

2. Definitions

In this policy:

- a) "Employee" means full-time; part-time; casual
- b) "Municipality" means the Municipality of Brockton;

3. Eligibility

- a) Council of the Municipality of Brockton has approved that the Brockton Child Care Centre be closed to the public for training and development of staff. Council has also approved a closure to help staff change classrooms and prepare for the arrival of new students. The closures are as follows:
 - Spring Training – Date to be determined by Management
 - Fall Training– Date to be determined by Management
 - Last Friday in August - for training and changing classrooms and prepare for the arrival of new students
- b) These days have been designated as mandatory attendance days for all employees except for casual employees. Time off on these days will only be approved in advance in extenuating circumstances.
- c) Council of the Municipality of Brockton has approved that the Brockton Child Care Centre will be closed as follows:
 - The first week in July
 - December 24th at 1:00 p.m. (if a working day) and any non-statutory holidays between Christmas and New Years (Christmas Holiday Policy H01-99-16)
- d) During these closures full-time Employees are required to use vacation days or accumulated overtime, or sick/personal time to compensate for these closures. If an employee does not have any unused vacation days or overtime accumulated, or sick/personal time, the employee may be required to take time off without pay for the Brockton Child Care Centre closure.
- e) See Inclement Weather Policy (H04-0600-22) for more information on closures due to weather.

4. Consequences for Failing to Adhere to Policy

If an employee does not comply with the terms of this policy, they may be subject to disciplinary action, including possible termination of employment in accordance with the Employee Discipline Policy (H00-0610-12).

5. Policy Changes

- a) The Municipality of Brockton has the ability to amend, change or rescind this policy at any time following Council approval and employees will agree to the changes without notice.
- b) If the minimum requirements of the Employment Standards Act, 2000 provide employees with any greater entitlements than those set out in this Policy, the Municipality of Brockton will provide employees with such greater entitlements in substitution for those set out in this Policy.