# **Emergency Procedure policy re. closure of pre-school**

## Statement of intent

The following procedure should be followed if a situation occurs which requires the pre-school to be closed at short notice.

Situations may be -

* Weather conditions do not permit pre-school to open
* Emergency services enforce closure due to safety issues i.e. gas leak, burst pipes, flood etc.
* Closure due to no electricity, heating, water supplies etc.
* Staffing issues do not permit pre-school to open.
* Pandemic Flu or other outbreaks of infectious diseases

## Aims

To ensure that all parents/carers and staff are notified accordingly.

**Methods**

**Preliminary**

Senior personnel of pre-school to agree closure

**If known, prior to date**

Issue notice to parents/carers of expected date of closure and advise them to listen to the following radio stations for further information.

**Contact**

* Parents/carers by telephone as soon as possible
* Staff & students by telephone as soon as possible
* Local radio

Senior personnel shall also nominate a member of staff (it may be themselves) to be present at pre-school, if safety allows, to

* intercept any parents/carers who have not received the news (for at least half an hour on the day)
* place a closure notice on the outside door

**Refund of fees-**No refund of fees will be given, as circumstances would be beyond our control.

**Staff wages** –Staff wages will be paid for hours not worked in the event of the preschool closure.