



## **Closure Procedures**

**In the event of adverse conditions or emergency situations when the preschool may have to close the following procedure will take place :-**

- A decision will be made by the Manager/Chairperson if the preschool will close and parents will be contacted
- A planned closure of the whole session will be announced by 8am either by text or email.
- Emergency contacts of all parent/carers and staff will be updated annually
- Emergency contacts if required will be contacted to collect any children/staff

**The following are examples of reasons for closure:**

- Treacherous road conditions around Old Rayne
- Staff unable to travel safely to the hall
- Closure of local schools
- Heavy snow forecast during the morning
- Hall heating system breaking down
- If there are signs of a break in to the hall
- High percentage of staff/children illness
- A COVID-19 outbreak
- The hall is being used as a polling station