



## Kingsbury Episcopi Pre-school

### Emergency Closure Procedure

The emergency closure procedures will be followed in the event of any of the following situations:

1. Adverse weather conditions
2. Loss of heating and or electrical supply
3. Illness of staff resulting in inadequate cover
4. Any other situations out of Pre-school's control making it impossible for a normal session to take place

Once a decision has been taken to close Pre-school, parents and staff will be contacted as soon as possible. The decision to close Pre-school will be made by the Chairperson, administrator and supervisor.

The pre-school administrator, supervisor and deputy supervisor will contact parents and staff to inform them of the closure.

In the absence of any of the above the Chairperson and secretary will inform parents and staff.

A notice of the closure will be posted on the Pre-school website, our face book page and emailed to parents; if practicable a notice will be placed at Pre-school either by staff, or the school's secretary.

This policy was adopted by agreement of Kingsbury Episcopi Pre-school Committee

Signed on behalf of the pre-school \_\_\_\_\_

Date \_\_\_\_\_