



Little Ducklings Pre-School

Emergency Closure Procedure

Issue H

## **Emergency Closure Procedure**

In certain situations it may be necessary to close Pre-School with little advance warning. This may be due to:

- Staff sickness
- The building is considered unfit for purpose (e.g. no water, no heating, flooding)
- Adverse weather conditions. In this case the Pre-School Manager will liaise with staff to ascertain whether sufficient qualified people are available to open Pre School.

If Pre-School needs to close in an emergency, the following procedures will be put into action:

- Pre-School Manager and/or other team members will phone the parents of children due in that day to inform them of the closure.
- Pre-School Manager to call Chair of Committee and Rucstall Primary School to inform them.
- Office Manager to inform Services for Young Children (SFYC).
- Ofsted.
- Information put on our Facebook and website page.
- Where possible an email to parents.

Signed on behalf of Little Ducklings Pre-School: \_\_\_\_\_

Position: \_\_\_\_\_

### **Little Ducklings**

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 [littleducklings@ymail.com](mailto:littleducklings@ymail.com)

Ofsted Registration: EY424761 Charity Registration: 1132767