

# *Emergency Closure Policy*

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Addlestone Pre-School would implement emergency closure in the event of an extreme circumstance. For example:

- fire damage
- flooding
- snow
- ice
- high levels of sickness among staff or children
- flu pandemic
- no heating or water in your building
- a bereavement
- if there are contractual implications, for example a change to your terms and conditions.

Where possible parents and/or carers would be informed before the session started via teacher2parent text. However, someone would also be on the grounds of the Pre-School to explain to any parent who did arrive.

If Emergency Closure is needed whilst a session is taking place then the “Evacuation Procedure” would be followed and all parents would be informed accordingly.