

## **EMERGENCY CLOSURE PROCEDURES**

**All parents should be aware of emergency closure procedures**

### **SENDING CHILDREN HOME**

Unfortunately, occasions can arise such as illness, heating failures, floods, bad roads, adverse weather conditions, etc. The main principle governing our procedure will be to ensure the safety of all children. In the event of children being sent home early, parents will be warned by telephone. Phoning all parents or emergency contacts will take a considerable amount of time so we would appreciate it if any parent who is happy to be part of a phone tree advises us as soon as possible.

An emergency / short notice closure will be implemented in the following circumstances:

- When the building is unusable through accidental or malicious damage
- Flooding
- Bad weather
- The breakdown of the air-conditioning or heating system.
- When the building is unusable due to required maintenance work. Where possible we will endeavour to negotiate scheduled work to be carried out during times of closure.
- When an outbreak of illness within the nursery/school community requires closure.
- When illness levels within the staff body mean it is impossible to maintain the correct ratios of suitable adults to children.
- When an emergency occurs during the session which requires us to close early.

### **IF THE SCHOOL IS CLOSED**

Please can all parents be aware that in cases when we are unable to open due to severe weather we will put an announcement on our website. Parents will also be contacted by telephone.

### **EMERGENCY CONTACTS**

It is the duty of all parents to ensure that their child knows of a relative or a neighbour who will accept responsibility for looking after the child in the absence of the parents. Parents must provide the school with up-to-date emergency contacts.

### **How do I find out about Emergency Closures out of hours?**

Look on our website: [www.montessoricordoba.com](http://www.montessoricordoba.com)

**In order to help the above procedures to run smoothly it is essential that all parents keep us informed of both the appropriate emergency contact and their telephone contact number at work.**