

# St Helen's Pre-School

Registered charity no: 1031937



## **Emergency Closure Policy**

Occasionally it may be deemed necessary to close the pre-school, at short notice, for health and safety reasons or other reasons beyond the immediate control of the pre-school committee, the pre-school staff or the Jubilee Hall committee.

Possible causes of such closure may be, for example, heavy snow or other severe weather conditions or disruption to the supply of heating or water.

If such closures occur, and regular costs and expenses need to be met, it will be necessary to charge for these sessions at the usual session rate.

If such closures occur the pre-school committee will ensure that information is posted on the pre-school web site and a notice placed on the Jubilee Hall door as quickly as possible.