

Sample Site Closing Procedures

Site Closing Procedures (Sample)

Use this list to identify roles, responsibilities, and processes for when you need to close your childcare site.

Specify how each of the following procedures will be implemented.

The decision to close the facility will be made by:

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The decision will be based on (weather forecasts, school closings, road reports, etc.):

Time by which the decision to close will be made (night before, early morning before first child arrives):

Parents will be notified of the closing by:

- Text message to parents/guardians.
- Television (identify station(s)):

- Radio (identify station(s)):

- Phone calls to each parent (telephone trees are helpful if your facility serves many families):
 - Who will call?

- How will you note the call was made?
- What is the process if you cannot contact a parent?

The following message will be placed on the facility phone line with closing information:

List additional procedures for your site below: