



Emergency Closing Checklist

Prepared by Child Care Aware® of North Dakota

Pre-Open Emergency Closing (before children are due to arrive)

___ How I will make the decision to close:

___ I will make the decision to close by _____ o'clock

___ How I will let staff know:

___ How I will let parents know:

___ How I will make the decision when to re-open:

After-Open Emergency Closing (after children are there)

___ How I will make the decision to close:

___ I will make the decision to close by _____ o'clock

___ How I will let staff know:

___ How I will let parents know:

___ How I will make the decision when to re-open: