

Emergency Closure Policy

Statement of Intent

In the event of an emergency it may be necessary to close Pre-School at short notice. Situations when this action may be taken are:

- Adverse weather conditions
- Outbreaks of infectious diseases
- Emergency services enforcing closure due to safety issues
- Staffing issues, when it is not possible to provide adequate cover for staff absence

Aim

To ensure that all parents/carers and staff are notified of a situation resulting in emergency closure as soon as possible.

Methods

- The Play Leader, or her deputy, to notify the Chair of the Management Committee of the situation.
- Parents/carers and staff to be notified by email and text message as soon as possible. A response is requested by parents to acknowledge they have received the information.
- A closure notice to be posted on the Pre-School facebook page.
- A member of staff or the committee to attend the setting, if safety allows, to:
 - intercept any parents/carers who have not received the news of the closure, for up to half an hour on the day of the incident
 - place a closure notice on the gates outside the setting

The responsibility for the above tasks is as follows:

Tasks	Responsibility of
Parents/carers and staff to be notified by email	Play Leader/Chair/Vice-Chair

or text message	
Notice to go on Pre-School Facebook page	Play Leader
Intercept parents on gate (if safe)	Play Leader/Chair/Vice-Chair
Closure notice on gates	Play Leader/Chair/Vice-Chair

Refund of fees

No refund of fees will be given, as circumstances would be beyond our control.

Reviewed by:

Vickie Smith, Co-Chair 02/09/2018

Alice Bettoney, Treasurer 02/09/2018

Date of next review 02/10/2019