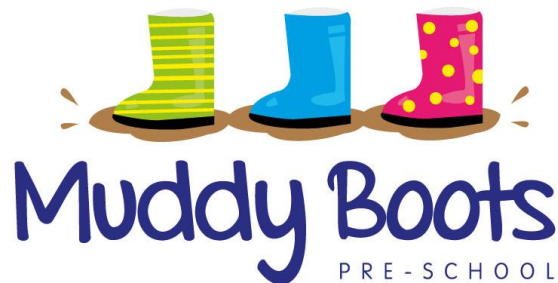


Muddy Boots Pre-School

**Information and Records –
Closure due to unforeseen
circumstances or emergencies**



Information and Records

Closure of pre-school due to unforeseen circumstances and/or emergencies

In exceptional circumstances, the pre-school may need to be closed at short notice in the event of an unexpected emergency or unforeseen event. These circumstances could include:

- Extreme weather conditions (these may be combined with heating system failure);
- Burst water pipes;
- Discovery of dangerous structural damage to premises;
- Death or serious injury of a member of staff;
- Serious accident or illness.

If a decision is made to close the pre-school before the start of a day, the Manager will immediately contact the families affected to inform them of the closure.

Should an emergency occur whilst the setting is occupied, the Manager and staff will ensure that the correct procedures are adhered to in keeping both the children and themselves safe. Families will be contacted immediately and the necessary steps taken in relation to the cause of the closure. All children are supervised in accordance with procedures until they are safely collected.

If such circumstances arise, then fees remain payable for interrupted/cancelled sessions.