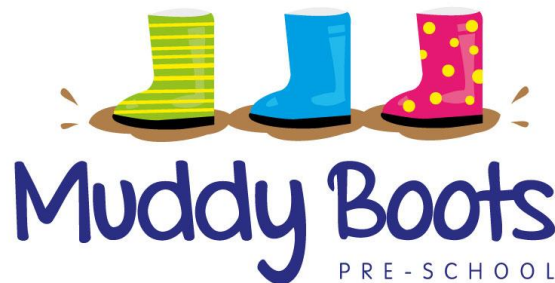


# Muddy Boots Pre-School CIO

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



Review Date:

SEE COMMITTEE POLICY REVIEW SCHEDULE

## 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.
- High level of staff absence resulting in not able to meet legal adult:child ratios

### Procedure for communicating closure to parents and staff

Should the Pre-school need to close unexpectedly for any reason, and the decision is made to close before the start of the day, the following procedure will apply for communication to parents and staff.

- Pre-school Manager to call or use staff WhatsApp group to contact all staff due in that day and explain the situation to them.
- Pre-school Manager/Admin Assistant to email/call all parents to inform them of the closure and provide any information that is relevant.
- Pre-school Manager/staff member/parent volunteer (where practical) to write a notice for the front gate and place it in an easily seen position.
- Additionally, the Pre-school website and Facebook should be updated as further means of communication to parents. However, as public facing tools, these should be updated with the information without sharing too many details and therefore should not require frequent updating.
- The above messages and phone calls must, wherever possible, be sent/made as early as possible before the Pre-school start time.

In the event of the closure lasting more than one day, parents are requested to consult our website and check emails to confirm when the Pre-school will open.

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.

### Closure due to snow/adverse weather

In the event of snow or other adverse weather conditions, a decision to close the Pre-school will be made independently from the decision made by Walgrave Primary School. In the case of Walgrave Primary School closing, the Pre-school will be closed due to Health and Safety and access constraints.

As the payment of staff, other expenses and the government funding are generally unaffected by such closures, any fees paid for these days will be non-refundable unless there are extenuating circumstances or we are covered by our Insurance Policy, in which case a decision will be made at Trustee level as to a possible refund.

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