



Emergency Closure of Pre-School Policy

In the event of extreme weather, the pre-school will endeavour to remain open, unless:

- The weather prevents enough members of the practitioner team from reaching the pre-school for it to be operational.
- Access to the pre-school is affected where it would be unsafe or unreasonable to expect parents to bring children in.
- The pre-school building is adversely affected – e.g. no heating or water, etc.

During adverse weather conditions St Marks Pre-school will consult on an ongoing basis with the neighbouring schools (Wyndham Park Infant School, St Marks Junior School and Exeter House) to ensure a consistent approach to safety procedures.

In the event of other emergencies, closure of the pre-school will be decided based on the following criteria:

- Is the building safe for children to occupy?
- Is the building 'habitable', e.g. is it heated, does it have water, power and suitable access?
- Are there enough staff members to be operational?

The decision to close the pre-school will usually be made by the Manager, in consultation with the Chair and, when appropriate, in consultation with Heads of the schools on the premises. Should this not be possible, the decision will be made by the Room Leaders or the practitioner team collectively.

In the event of closure, the Manager and Administrator will be responsible for contacting the children and their families at home. This will be done by:

- facebook
- telephone
- email
- announcement on Spire FM radio station, sent to the station by the Administrator or Manager.

Additionally, parents can ring the pre-school after 8.30am. If no one answers, then it can be assumed that the pre-school is closed.

Where closure has involved issues of safety on site, the pre-school will remain closed until the site has been checked by a suitably qualified person, and parents will be notified when the pre-school will re-open.

Fees

In the event of closure of the pre-school, refunds for paid sessions will be at the discretion of the Pre-school Committee.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school

Also see: Accidents and Incidents
Safety

Parental Involvement