

10.1 Emergency Procedure re closure of Sunnymede Pre-School

Statement of intent

The following procedure will be adhered to if a situation occurs which requires Sunnymede Pre-School to be closed at short notice. Examples of such situations are listed below, although the list is not exhaustive:-

- Weather conditions do not permit Sunnymede Pre-School to open
- Emergency services enforce closure due to safety issues i.e. gas leak, burst pipes, flood etc
- Closure due to no electricity, heating, water supplies etc
- Staffing issues do not permit the Pre-School to open
- Pandemic Flu or other outbreaks of infectious diseases

Aim

To ensure that all parents/carers and staff are notified accordingly.

Methods

If the closure is known about in advance then parents/carers and staff will be notified as soon as the Pre-School are aware of the planned closure.

In the case of emergency closures, such as due to poor weather conditions, then the Directors and the Deputy Manager will agree the closure as early as possible and advise parents/carers and staff by no later than 8am on the day.

- In the first instance an **email** will be sent to all parents / carers / staff notifying them of the closure and any details available regards the expected length of the closure.
- Details will also be posted on the website www.sunnymedepreschool.co.uk.

Parents/carers/staff will also be advised to check the website for any further updates.

The Manager/Deputy Manager shall also nominate a member of staff (it may be themselves) to be present at pre-school, if safety allows, to

- intercept any parents/carers who have not received the news (for at least half an hour on the day)
- place a closure notice on the outside gate of the Pre-School

Refund of fees

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

This policy was adopted by

On

Review date

By Directors

Sunnymede Pre-School

29th April 2018

29th April 2019

Kate Greenwood and Jenny Greenwood
