

## Emergency Closure Policy

There are certain circumstances, which could result in the Pre School having to be closed for a day or two.

### **Aim**

We will aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation.

In order to achieve this aim, we operate the following Emergency Closure policy:

### **Bad Weather**

- Should we have heavy snowfall, which would make it hazardous for both staff and parents to travel, the Pre School will be closed.
- Initially the Pre School Manager and the Proprietor will contact each other to decide whether it is safe to open or not. If not, they will contact all other staff members before 8am to let them know.
- **If you wake up to snowfall please follow these instructions:**
  - All Parents/carers are to log onto our website [www.tinylittleinkers.co.uk](http://www.tinylittleinkers.co.uk) or see our facebook page where we will endeavour to post current information of any closures on our home page. Alternatively please telephone 0208 641 1077, 07889 913 427 or 07803 700 799 after 7.45am. You will then be told if the Pre School intends to open.

- Should severe weather occur during a session the staff will contact parents/carers to come and collect their children. It is VITAL we have up to date contact numbers.

### **Heating Breakdown/Power Cut**

- Should the heating system breakdown the Pre School Manager and Proprietor will make a decision whether it is warm enough and safe to continue without it. Should it be too cold, parents/carers will be contacted to collect their children.

Two members of staff will remain with the children until all of them have been collected.

As both of the above situations are beyond our control refunds for 'closed' or 'partial' sessions will not be given.

There may also be other circumstances out of our control.

### **Review**

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.