

## SUDDEN CLOSURE POLICY

### POLICY STATEMENT

Under the arrangements which govern pre-schools we must operate to set guidelines. If for any reason the following cannot be met, we will be unable to operate the preschool for that session and we will be forced to close. The preschool will not re-open until the issue has been resolved.

### Possible Reasons for Closure

- Power cut
- Dangerous conditions such as snow and ice
- Flooding
- Staff sickness, resulting in not enough staff to comply with Ofsted requirements and ratios
- Heating Failure
- Infectious Diseases
- Extreme heat

### PROCEDURES

The Preschool Manager will liaise with the Chair of the Committee with regards to any decision resulting in closure of the preschool.

Staff absence will try to be resolved by requesting cover from other staff members, committee members of volunteers. Parents could be requested to take their children home.

If for any reason a sudden closure is necessary, Parents / Carers will be contacted as soon as possible by telephone / email or announcements made via our Facebook and Tapestry pages.

Staff will remain at the preschool unless it is safe for them to do so.

We will still require payment of fees, due to the running costs of the preschool.

Staff will be paid as normal, unless they are sick and do not qualify for statutory sick pay or occupational sick pay.