



## **EMERGENCY CLOSURE POLICY**

Such unexpected closures should only happen exceptionally, when there is no means of having enough staff on site to run the Pre-school effectively. In the event of the Pre-school having to close the following should be attempted or followed where appropriate.

1. Stawley: Contingency Plan- Stawley Primary School is our nearest safe building which staff would walk children to if the emergency dictated for all to be off the Appley Pavilion premises (i.e. unable to use the Car Park Meeting point).  
Swallows: The class two building at Sampford Arundel is the nearest safe building. If the site must be cleared completely, staff would walk children to the village hall.
2. The Manager and Deputy Manager and school should have an up-to-date phone list of all parents and these should be contacted as soon as possible.
3. If parents have concerns whether the Pre School will be open they can contact the Pre School Manager on 07707416871. The Manager and Deputy Manager will text and phone to inform parents of closure at the earliest opportunity.
4. If possible, a notice must be put on the Pre-school main entrance informing all parents and carers of the closure and the expected day of opening again.
5. If adverse weather, for example snow, has closed Stawley Primary School, the Pre School will also close. The Pre School will reopen when the Stawley Primary school reopens. The same applies to Swallows and Sampford Arundel School.
6. The Pre School is required to pay the staff even though the Pre School was not able to open, meaning the full day's charge will still be made to the parents of children due to attend that day to cover the employment costs.
7. Local websites / news services will be contacted to confirm closure if possible.
8. If the Pre School has to close for any reason apart from adverse weather, the manager will review the costs of closure and decide whether charging for the closed sessions if required.
9. After the event, once the Pre-school is open again, an apology will be made for the closure, explaining why the circumstances were exceptional and reassuring parents that this is not going to be a regular event.
10. If any parent / carer is unhappy with the explanation of why the Pre School was closed they can express their concerns directly to the Pre School Manager.

If these actions are taken there is then a good chance that all parents will have several opportunities to discover that the Pre-school is not open that day and that they need to make alternative arrangements for childcare.



