**Setting Closure Procedure and Policy**

Pegasus Childcare Centre aims to give parents/carers planned notice of closure but there may be circumstances which will result in emergency closure. Such a closure will occur, when to remain open would result in a breach of the EYFS safeguarding and welfare requirements and/or Ofsted registration.

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

**In order to operate we must meet the following criteria:**

* The EYFS safeguarding and welfare requirements
* Appropriate numbers of qualified staff
* Appropriate child to staff ratio
* The conditions of our insurance policy
* The physical environment subject to appropriate risk assessments
* Our ability to safeguard the children in our care in the event of a critical incident

**An exceptional circumstance is defined as something which has happened beyond our normal level of control such as:**

* Unable to meet the adult : child ratios due to illness or resignations, resulting in understaffing
* Lack or failure of heating
* Accidental damage or vandalism to the setting making it unfit for purpose
* Failure in supply of services -water, sewerage, electricity
* Extreme weather conditions such as snow, flood, storm

**Unexpected closure before a session**

On discovering that a scheduled session is not able to run, the following procedure will be implemented:

* The first member of staff on site will inform Manager/Chairperson
* Emergency services will be contacted if needed
* The Manager will contact parents/carers immediately to inform of session closure an reason
* Unexpected closure poster will be displayed on the main door
* Professional services will be engaged according to nature of incident
* The Manager or Deputy will inform Ofsted and if necessary the insurance company
* We will notify the Early Years Support Service in accordance with the Early Years Provider agreement

**If you wake to heavy snowfall**

In order to help parents/carers find out if the setting has been closed, we will contact Radio Lincolnshire 94.9 who will broadcast information about the closure. Please note that if Osgodby Primary School is closed due to heavy snow then we will automatically be closed too.

If the setting decides to remain open in adverse weather conditions, a limited service may be offered due to reduced staffing. The setting will work to the adult :child ratios set down within the EYFS and this may affect the number of  places available on that day.

**Funded Fees**

In the event of an unplanned closure the Early Years Entitlement will be claimed, parents/carers are not entitled to receive a monetary refund if the free entitlement. We will notify the Early Years Support Service of our closure and seek guidance from the Early Years Entitlement team regarding the possibility of alternative sessions once the group is able to re-open. We will follow the guidance set out in ‘Effective Early Years Entitlement Delivery’ as part of our Early Years provider agreement but make no guarantee to offer an alternative session.

**Non-funded fees**

Should the setting have to close for any reason set out above, there will be no reimbursement of fees or replacement sessions offered. When the setting returns to normal operational hours the EYE funding will be claimed and or normal fees charged even if the parent’s/carers decide not to send their children - for example during extended periods of adverse weather.

**Staffing**

Staff will be expected to make every effort to get to work, even during adverse weather conditions where an attempt to do so will not unduly endanger their welfare or safety.

Whenever a session is closed a report will be completed confirming the circumstances and any actions taken. This will be available for parents/carers/Ofsted to view at any time.

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Signatures on behalf if the setting by:**

………… Machaela Heavens…………………………. **Chairperson**

…………Paige Shackleton……………………. **Manager**

…………Emma Thornalley……………………. **Deputy Manager**

**Date of Implementation** - September 2017  **Date  Reviewed**- September 2019   **Date Reviewed and updated** -September 21

**Date Reviewed** – April 2023                 **Date Reviewed** - …………………