



Policy Statement

In the event of bad weather or unforeseen circumstances, the safety and needs of our children must come first we have therefore put the following procedures in place to deal with this type of situation:

In the event of extreme bad weather, we will attempt to remain open however if we do need to close (due to insufficient staff or on-site hazardous conditions) we will inform parents via a telephone call/text from a member of staff and/or via facebook/website.

Additionally, if the supervisor or the deputy supervisor feel that the setting needs to be closed due to local government recommendations or for safety reasons within the building the same procedures will be carried out.

Bad weather:

1. The supervisor will speak with staff and discuss if they are able to travel to work safely.
2. A decision will then be made.
3. The supervisor will text all parents of children due into pre-school that morning to inform them of the closure, this will also be posted on our facebook page.
4. If necessary we will contact local radio stations to inform them of our closure.
5. If weather deteriorates or there is a problem with the hall during a pre-school session and the staff feel it is becoming unsafe for the children to remain on-site then parents/carers will be contacted on emergency numbers to collect their children as soon as possible.
6. Ratio's will be adhered to at all times and at least two members of staff will remain on-site until the last child has been safely collected.
7. Children will only be allowed to leave the setting with other parents if contact has been made with their main carer and permission has been given.
8. If we have to close during a session no refund will be given however If children lose a whole fee-paying session due to closure they will be offered an alternative session at some point during the term.

We would like to remind all parents that it is not a legal requirement to attend pre-school and therefore if they have any concerns about travelling in bad weather conditions just telephone the pre-school (on 07946793781) or Tracey (on 07920599287) and let us know that your child will not be attending.

BURHAM PRESCHOOL – EXTREME WEATHER/PRESCHOOL CLOSURE
POLICY

Closures for Any Other reason:

If the setting has to close for a period of time due to unforeseen circumstances. Parents will be informed via text, Facebook and our website. Details of why the setting will be closed and for how long will be included in an e-mail to all parents as soon as possible. Should this closure be for more than 1 or 2 days the pre-school will carry over paid fees towards the next terms invoice. Fees will not be charged if the setting is closed for more than a week due to circumstances beyond our control however any parent that has not already paid their fees will be required to do so up until the date the setting closed.

The supervisor will keep all parents updated via e-mail on a regular basis about when the setting will re-open but this will only happen when it can be done safely for all children, parents and staff.

This policy was adopted by: _____	<i>Burham Pre-school</i>
On	_____
Date to be reviewed	_____
Signed:	_____ <i>(supervisor)</i>
	_____ <i>(chairperson committee)</i>