

## **Emergency Closure**

### **Statement**

Every effort is made to ensure that Happy Adventures Preschool and Forest School remains open for every session. Unfortunately, there are occasions such as adverse weather conditions that means we may not be able to open.

### **Aim**

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

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

### **Bad Weather**

If the area experiences heavy snow fall, the owner/manager will risk assess the potential hazards for both staff and parents particularly with reference to entrances and exits. If for health and safety reasons the owners decide the areas are hazardous, they will make the decision to close the Preschool.

The owners/managers will inform parents as soon as the decision is made to close.

The Preschool will endeavour to publicise the closure of the setting on:

- Happy Adventures Preschool facebook page
- Phone calls to families
- Texts will be sent where applicable

### **Parental Responsibility**

**If you wake up to heavy snowfall please follow these instructions:**

Please check our facebook page where we will endeavour to post current information on the situation.

Alternatively please telephone the setting on **07473655756**

Should severe weather occur during a session the staff will contact parents/ careers to come and collect their children. It is **VITAL** that contact numbers are kept up to date.

### **Delivery of Childcare**

If the setting opens in adverse weather conditions, a limited service may be offered due to limited staffing. It is important to remember that some members of staff have to travel considerable distances and may be advised not to make the journey to Preschool in severe weather conditions. However, the setting will endeavour to have as many staff as possible at the setting when this situation occurs. The setting will work to ratios as set down in the registration requirements.

**Note - limited childcare service will work on a first come first serve basis.**

## **Fees**

- If the setting closes we will provide alternative sessions for all fee paying children.
- For those parents claiming the EYE entitlement we are unable to offer alternative sessions
- If the setting is open during adverse conditions, fees are still payable even if you decide not to send your child in.

## **Heating breakdown/power cut**

### **Heating system failure**

The owner will make a decision about 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. Staffing ratios will be maintained until all children have been collected.

The same fees procedure as described above will be followed.

## **Any other reason for emergency closure**

Should there be any other reason for the setting to close then the following procedure will be followed:

The managers/owners will contact parents/carers and staffing ratios will be maintained until all children are collected.

Closure procedure before the Preschool opens:

If the owner needs to make the decision before Preschool opens then staff will endeavour to contact the parents/ carers of all children that are due to attend that day. If they are unable to make contact then a voicemail/text message will be left. We will also ensure that a member of staff is at the premises at the time the setting is due to open to inform and explain the situation.

The same fees procedure as described above will be followed.