



NETHER HEYFORD PRE-SCHOOL

Charity number: 1029571

www.netherheyfordpreschool.co.uk

info@netherheyfordpreschool.co.uk

ENFORCED CLOSURE SETTING POLICY

Statement of Intent

The intention of our setting is to remain open unless adversely affected by the breakdown of essential services (e.g. water, power supply, heating), severe weather, floods, snow etc or closure due to some other emergency situation i.e. loss or grief.

Aims

We aim to minimize disruption to the normal running of the setting whenever possible. We aim to prevent problems whenever possible before they occur, the Management Team at the setting will keep all parents/carers informed of the situation and take reasonable steps to update them on a daily basis so that they can put in place other arrangements for their child's care if this becomes necessary.

Methods

In order to achieve this, the following enforced closure policy will apply:

The Management Team will make the decision to close either before a session commences or during a session if any of the above situations occur.

As far as possible, parents/carers and staff will be contacted by telephone/email to be informed of a closure. If the session is fully operational, collection of their child/children will be arranged. If parents/carers cannot be contacted by telephone/email before the session commences, the preschool Management Team will meet them on site at the premises where they will be informed of the enforced closure.

Legal requirements for staff/child ratios will be adhered to until all children have vacated the premises.

Parents/carers will be kept informed of any ongoing situation by the preschool Management Team.

Refunds

All invoices and booked session will remain payable in full. For full details on refunds, please refer to the Terms and Conditions, section 9.