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**Emergency Closure Policy**

We endeavour to be open without disruption. However where an emergency closure is unavoidable this policy is applied to ensure that all involved in Pre-school are kept informed and have a clear understanding of the procedures that will take place. We will reopen at the earliest opportunity.

In order to operate we must meet the following criteria

 The EYFS welfare requirements

 Our Insurance policy

 The number of appropriately qualified staff

 The safety of the physical environment (risk assessment)

 Our ability to safeguard the children in our care in the event of a critical incident

**Policy statement**

In the event of any of the exceptional circumstances, Leafield Pre-school may not be able to open, or may have to close a daily session early:

 Adverse weather conditions (we will close in line with Leafield Primary School)

 Burst pipes or flooding

 Accidental damage of vandalism to the setting making it unfit for purpose

 Failure of heating during the cold weather

 Failure in supply of services (water, sewage or electricity)

 Staff sickness making it impossible to maintain correct ratios

 Security or safety warnings e.g. fire or gas leak

 Outbreak of illness within the pre-school that requires in closure in line with the Health

 Protection Agency and Ofsted guidelines

**Procedure in the case of emergency closure before a session**

In the case of Leafield Pre-school being unable to open, the following steps will be followed:

The manager will discuss the closure with the chairperson who will inform the rest of

 the committee.

The manager will contact all staff who are due to work that session

The manager and deputy will email parents and put a notice on our Facebook page.

Parents who have opted for paper only communications will be contacted via text

A sign will be placed on the front door – if possible

Parents can also try and phone pre-school after 9:00am if no-one answers, then it

 can be assumed that the pre-school is closed

**Emergency closure during a session**

In the event that pre-school has to close a daily session early, we will:

Contact all parents/carers using current contact numbers.

Use emergency contacts if parents/carers cannot be contacted

**Fees**

If the pre-school is forced to close because of an emergency, fees will not be refunded for closures up to a week.

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