



Administration

Unexpected Closure Policy

Policy statement

Rotherfield Pre-School will normally remain open in all weather conditions.

However, in the event of unexpected closure due to exceptional circumstances (detailed below) we will aim to make the notice available as soon as possible. This will be publicised on our website, through email notification, and our Facebook page.

In the event of adverse weather conditions, parents are advised not to send their children if they feel they cannot safely complete the journey.

In the event of an unexpected closure, the Supervisor/ Office Manager/ will inform Ofsted and, if necessary the insurance company.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
	Parents as Partners Communication		

Procedures

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as one or more of the following:

- Lack of safe access to the Pre-School.
- Danger of the Pre-School being cut off by snow.
- Heating, electricity, or water failure.
- Exceptionally high or low air temperatures.
- Accidental damage or vandalism to the setting making it unfit for purpose
- Unable to meet suitable adult:child ratios due to staff illness
- In the event of a fire

If an incidence (as noted above), or severe weather occurs during the hours the Pre-School is open, we will contact parents/ carers to arrange for the quick and safe collection of the children. Staff ratios will be maintained until all children have left the Pre-School setting.

In the event of a fire, our fire assembly point is the Football Club. Once all the children are safely evacuated from the building, they will be escorted to Rotherfield Primary School to await collection by parents.

We always require up to date contact information for parents/ carers/ emergency contacts in case of unexpected closure.

Parents will not be charged for closures due to exceptional circumstances where the Pre-School remains closed for a continuous period of 3 days or longer. Funded hours commence from the beginning of each week and cannot be accrued.

This Policy was written by	Liz Burnett – Office Manager
This policy was adopted by	Rotherfield Village Pre School Directors
Date	January 2018
Review Date	January 2019