



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 we will aim to make the notice available as soon as possible. This will be publicised on our website, through email notification, our Facebook page and our voicemail message.

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.
- Lack of staff to ensure adequate supervision.
- Exceptionally high or low air temperatures.
- Accidental damage or vandalism to the setting making it unfit for purpose
- Ratios due to illness or understaffing
- In the event of a fire

If severe weather occurs in during the open hours of the Pre-School, 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 from parents.

We require up to date contact information always for parents/ carers 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	Sandra Cawsey - Bursar
This policy was adopted by	Rotherfield Village Pre School Directors
Date	July 2017
Review Date	July 2018