

Policy Name	Emergency Closure of Preschool
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

Pre-school exists to serve the needs of the children and families in our community. We recognise that families rely on us being open on the dates and for the hours advertised. It is the responsibility of the Management Committee to ensure that we do not let our families down.

Aim

To support the educational and social needs of the children in our care by remaining open whenever possible. To have in place plans which allow us to communicate with parents IF we have to close.

Method

1. Closure with advance notice. If we know in advance that Pre-school has to close (e.g. on an election day when the Village Hall is in use) parents will be notified by letter, email and notices on the board.
2. Pre-school staff can be contacted via the Pre-school mobile phone.
3. The Early Years Manager has an up to date list of contact numbers and emails for all children.
4. Closure due to an emergency. This could be bad weather, damage to the Hall or to the utilities, lack of heating, unexpected staff illness for which no cover is possible. Under these circumstances staff and the committee will communicate by phone to make the final decision, and then parents will be contacted by phone and email and asked not to bring their children to Pre-school OR to collect them as soon as possible.
5. There is a possibility that Pre-school could be forced to close or limit the number of children attending the setting due to insufficient staffing, in this instance we would prioritise attendance based on:
 - Any child considered vulnerable, receiving EYPP funding, with an educational healthcare plan or under social services
 - Children of keyworker parents or no alternative childcare
6. If the building has to be evacuated we will contact Hagbourne School and ask to use their Hall until parents arrive to collect children. A Committee member or staff member will remain at the Village Hall to direct parents to the school to collect their child.
7. An appropriate number of Staff will remain with the children until they have all been collected
8. Reopening will be announced on the pre-school website and parents will be directly contacted email and/or phone. We will also include an announcement on the pre-school facebook page.

This policy was reviewed and updated (where required) on 08/01/2022 (date)

Reviewed/updated by Dominique McCann (Chairperson)

Reviewed/Updated by _____ (Manager)

Reviewed/Updated by Julie Higgins (Deputy Manager)