

**Emergency Closure Policy and Procedures**

**Policy**

The Pre School will endeavour to provide continuous child care for 38 weeks of the year (excluding bank holidays). However, in the event of a major emergency it may be necessary or beyond our control to remain open for a period of time.

Pre-school will implement the following procedure if any of the following occurs:

* Fire damage
* Flooding
* Snow/ice
* Extremely high levels of sickness among staff and/or children
* Flu pandemic
* Other pandemic
* No heating/water/electricity
* Heatwave
* Bereavement
* Emergency Services incident

 **Procedures**

In the event of a pre-school emergency closure the manager will assign roles and responsibilities and the following will apply:

* Parents will be contacted via email, phone, the pre-school website, Facebook page and Famly.
* Regular updates will be sent out.
* Short term closure fees will remain payable
* Long term closure payment of fees will be at the discretion of Surrey Early Years and The Governors.
* In the event of the premises being closed during a session, children will be re-located, if necessary, to a place of safety i.e. the church and parents/carers will be contacted to collect children as soon as possible. The emergency evacuation bag will be taken.
* The manager will inform Surrey Early Years, Ofsted and any other relevant bodies of any closure and seek advice.
* Any closure is recorded and placed in accident and incident folder.