



Ferring Funtime Community Pre-school

EMERGENCY SCHOOL CLOSURE – Policy & Procedure No. 42

Occasionally it may be necessary to close the pre-school. The decision to close pre-school is a very important one. It is only made after thorough consideration. The Emergency Closure Policy will only be put into practice in the event of an emergency situation or conditions. Examples of such emergencies would be as follows:

- Adverse / Bad weather conditions
- Pandemic Outbreak
- Minimum Child : Staff ratios cannot be maintained.
- Limited or no access to the building
- Power Cut
- Malicious Damage
- Insufficient heating in the building

It is the decision of the Manager and Committee to close the setting unless otherwise advised by the government. If the setting is advised by the Government to close, this would take immediate effect in line with the Government guidelines.

In the event that we decide, or we are advised to close during or before a session, parents / carers would be informed by their chosen GDPR preferences which would include:

- Telephone
- Answer phone message
- Text Message
- Email

Please ensure that your GDPR preferences and contact information is up to date to avoid any loss of contact: We would also put a notice on our door (if accessible), our website and Facebook.

When informing parents / carers that we are re-opening the above methods of communication will remain the same.

It is the role of the Manager to inform Ofsted and our insurance company of our closure and re-opening.

Fees / Funding

Each parent would have signed a copy of our contract as part of our admissions process.

If we decide to close or are advised to close our setting, children who receive Free Entitlement will not be affected.

For paying parents/carers, the hourly fee will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days. (As per our Childcare Terms & Condition 6.1)

Normal pre-school fees will be charged in the event of parents / carers choosing to keep their child at home, while the setting remains open.

During a Pandemic, children of high-risk who have a current healthcare plan with us and written confirmation from a healthcare specialist, may be advised not to attend the pre-school. In this case pre-school fees will not be charged.

Please refer to our Childcare Terms & Conditions and our Fees and Funding Policies for more information.

Staff

Members of staff are asked to read and sign a contract as part of our employment process.

There will be no changes to a member of staff's pay entitlements in the event of an emergency closure if the staff member would have still been available for work. If the staff member is sick or unable to work due to a dependant the usual statutory rights would apply. Management might offer pay in exceptional circumstances.

During closure of the building under advisement, staff who are still able to work may be asked to come in and carry out any appropriate duties.

Staff members, students or volunteers will be informed by telephone and or text in the event of our closure or reopening.

This policy was updated and adopted on.....16th March 2020

To be reviewed by March 2021

Signed on behalf of the pre-school  **Chair**

.....  **Treasurer**