



Turnditch Pre-school Emergency Closure Policy

It is our intention, where possible to continue to open as normal during periods of difficulty. This may be during periods of which we are unable to use the village hall due to an emergency, we may be unable to maintain staff/child ratios for various reasons, one being staff illness, or it would be unsafe due to weather conditions for us to open.

We take our responsibilities to educate and care for young children seriously and are aware of the impact on parents and carers if the pre-school is closed at short notice.

We will endeavour to contact parents as soon as possible if the preschool was due to close at short notice. Parents will be contacted by email in the first instance, a notice would be placed on the parents WhatsApp group, then by phone.

Staff illness –

If staff are unable to attend work due to illness.

We will -

If any staff are unable to attend due to illness –

- We will ask permanent staff not attending that day to cover sessions.

If permanent staff cannot cover -

- We will use our relief staff to enable us to stay open.

If relief staff are unavailable, our ratios will be affected.

We will if first instance

- Close to all 2-year-old children who pay fees, remaining open for all funded children.

If all or most staff are unable to attend due to illness, affecting our ratios further we will –

- Close the pre-school to all children

Weather –

Careful assessment needs to be made about whether opening in snowy conditions is appropriate.

There are several factors to consider. These include:

- The severity of the weather at the time
- The forecast and likelihood of an improvement or deterioration in the weather
- Access to the pre-school via local and regional roads for staff and parents
- Child to staff ratios cannot be met due to staff being unable to attend work due to weather conditions

On days of potential difficulty due to snow, an initial decision is taken, dependent upon the above factors. Our procedure is:

If some staff are unable to attend, we will try and get cover staff to enable us to stay open. If this fails, our ratios may be effected.

We will if first instance

- Close to all 2 year old children who pay fees, remaining open for all funded children.

If all or most staff are unable to attend, or the adverse weather conditions make it a risk for the pre-school to open, we will -

- Close the pre-school to all children

If snow is forecast for the following day, we ask parents/carers to;

- Make sure they have emergency childcare for the following day in case of closure or possible closure during the day
- Check our website on the day to see what course of action the pre-school has taken
- If open, make sure someone can be contacted at short notice in case of possible closure during the day.

Please note any decision to open will be reviewed throughout the day as these factors are subject to change: the weather may deteriorate; the forecast may change; unforeseen factors may impact on our ability to operate. Therefore, we may be forced to close even during the course of a day. Again, we will always try to provide parents with as much notice as possible, and make every effort to ensure parents, their children and staff can leave the pre-school and return home safely.

The pre-school phone will be available to answer phone calls after 8.40am allowing staff time to arrive for work if they are able to do so.

Village Hall –

If the village hall were to be closed due to an emergency situation

- We would close to all children.

We are sorry if any closure of preschool causes any inconvenience, but the safety of staff, children and parents at the Pre-school are paramount.