

SOUTH DARLEY AND WINSTER PRE-SCHOOL CLOSURE POLICY

Although rare and highly unlikely, there may be certain circumstances in which Pre-school would have to close for short periods of time. These circumstances include:

- Staff sickness – If a bug or illness was to affect several members of staff at Pre-school and no relief cover could be found resulting in us not having the required staff:child ratio.
- The Hall – If for any reason damage to the hall occurred meaning it was not safe for the children to use.
- Technical – If the plumbing or electrics at the hall were broken resulting in the heating, water or lighting not working.
- Extreme weather conditions and staff unable to get into the village, leaving insufficient child:staff ratios to run the pre-school safely.

In any of these circumstances the pre-school manager would inform all families giving as much notice as possible and would keep everyone updated while the problem was rectified or sickness subsided. We would endeavour to offer extra sessions to replace any sessions missed due to the closure.

In the event of late notice unexpected closure we will operate an Emergency Closure Procedure.

Emergency Closure Policy

We do not take the decision to close Pre-school lightly. Only in exceptional circumstances, out of our control, would we decide to close pre-school at the last minute with no time to inform families. Reasons for this closure may include:

- Extreme weather conditions – floods, snow etc.
- An epidemic of severe infectious illness amongst children and/or staff
- An epidemic of more common or current illness amongst staff resulting in there not being enough, or any, available staff to meet the ratios required to open Pre-school

If any of the above resulted in there being insufficient child:staff ratios the following procedures have been put in place:

- A trustee who lives locally has been given a sign which he/she will come down to the hall and put on the door informing all those who make it to pre-school that we have had to close at the last minute with apologies
- As soon as is possible, all families will be contacted with a full explanation of the reason for closure. This may be after the event if we have not been able to do this prior to the sessions starting.

If you are affected by a closure of Pre-school we will endeavour to replace any missed sessions on the day to suit you and your family, whether your child is funded or non-funded. If the closure lasts for more than a week we will endeavour to replace sessions where we can and refund non-funded sessions as appropriate. Replacing sessions will depend on numbers already attending the sessions and child/staff ratios. If we need to have an extra member of staff due to a high number of children needing to use a session as a replacement we will endeavour to do so. In the event this is not possible we will arrange another session to suit.

