

TURVEY PRE-SCHOOL PLAYGROUP

The Reading Room, High Street, Turvey, Bedfordshire, MK43 8DB

Tel 01234 888970 email: admin@turveypreschool.org www.turveypreschool.org

Registered charity no.295055

Closing the Preschool in case of severe weather or an emergency

Turvey Pre-School is committed to operating normal sessions whenever possible.

Turvey Pre-school will not make a decision lightly if a closure is deemed necessary.

However, in response to an emergency or during periods of severe weather it may be necessary to close the Pre-school for health and safety reasons, and/or because of access difficulties for staff and parents.

In exceptional circumstances, the Pre-school may need to be closed at very short notice due to an emergency.

Such incidents could include:

- Severe weather – snow, ice, heavy winds and/or rain that make the building or travel unsafe
- Burst water pipes or (during winter) breakdown of the heating system
- Discovery of dangerous structural damage
- Fire or bomb scare/explosion
- Serious accident or illness of a staff member or child
- National emergency (such as the declaration of a Stay at Home order)

If the emergency occurs during a Pre-school session, the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe as appropriate.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. Contact will be made where possible via Pre-school phone or mobile. All children will be supervised by at least 2 members of staff until they are safely collected.

If the emergency occurs outside of a Pre-school session, the Manager, deputy Manager and chair will decide whether normal sessions can operate.

They will base their decision on the following factors:

- Availability of staff, ensuring the appropriate numbers of qualified staff and adult to child ratios can be maintained.
- Conditions in the vicinity of the Hall which could represent a hazard for staff, parents, and children in travelling to or operating at the Hall.
- Availability of heating, water and sanitation at the Hall.

Adjustments to fees

There will normally be no reduction in fees charged to parents for the term if the Pre-school is required to close for occasional days due to emergency or severe weather.

If the Pre-school is required to close for an extended period, then the Pre-school Committee will consider providing sessions in lieu. Contact will be made to the local authority to seek advice.

Notification of closure

If the Pre-school is to close, to the best of our ability, an email will be sent to Parent's by 8.00am on the morning of the closure. For BASC parents will be informed by 7.30 via email.

If there is no access to computers or phones for parent's details, our Facebook page will be used to notify parents of the closure.

During the period of closure, daily updates will be sent to parents through e-mail, including advice on when the Pre-school is expected to re-open.