

## 11.4 Policy for Emergency and Short Notice Closures

### Policy statement

Under certain circumstances, the Pre-school may be obliged to close at short notice. A full list of these circumstances includes but is not limited to extreme weather, staff shortages, wilful or accidental damage to the building, service failures, natural disasters and terrorist attacks. Fees will not be refunded in the event of Pre-School closure due to extreme circumstances.

The exact procedure will depend on the nature of the circumstances and the practicalities of getting information to parents in a timely way. The Pre-school has the following short notice communication channels at its disposal.

- Email group (held by secretary) covering a large number but not all parents
- Website
- Facebook page which may be updated by several committee members

The manager will liaise with committee members to ensure the information is distributed in the most effective manner possible.

Where inclement weather is concerned the Pre-school will generally follow the lead of the Colleton School in determining whether it is advisable for staff, parents and children to travel to school. If the school announces its closure through its telephone message or via local radio stations the Pre-school will follow suit.

**This is a Little Acorns specific policy and outside the scope of the EYFS themes and commitments.**

This policy was adopted/reviewed at a meeting of	Little Acorns	(name of provider)
Held on	<u>24<sup>th</sup> February 2021</u>	(date)
Date to be reviewed	<u>January 2022</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Samantha Davies</u>	
Role of signatory (e.g. chair/owner)	<u>Secretary</u>	