

# Watery Lane Preschool

## Emergency Closure Policy (Parents)



### Statement

There are certain circumstances which could result in Watery Lane Preschool having to close for a limited time.

Our liability for safety starts from when all persons enter the pre-school. This is applicable to staff, parents, visitors, children etc.

### Aim

We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation.

In order to achieve this aim, we operate the following Emergency Closure policy:

**BAD WEATHER**, e.g.: flooding or heavy snowfall, making it hazardous for both parents and staff to travel, or if the premises are closed for health and safety reasons.

- If St Michael's School is closed due to bad weather then the preschool will also consider closing.
- The decision to close will be made by the Manager.
- The Manager will contact all parents whose children are due to attend that day as quickly as possible.
- The preschool's Facebook page and Tapestry will be updated with the relevant information.

### Parental Responsibility

**If you wake up to heavy snowfall please follow these instructions:**

- Check the preschool's Facebook page for an update on the situation.
- Or – look at your child's Tapestry Journal for a general update.

Should severe weather occur during a session the staff will contact parents/carers to come and collect their children. It is **VITAL** that contact numbers are kept up to date.

### Delivery of Childcare

If the preschool opens in adverse weather conditions, a limited service may be offered due to reduced staffing levels. Although we will endeavour to have full staffing it must be appreciated that some staff may have to travel considerable distances to work and may be advised not to risk making the journey in severe weather conditions. The preschool will still adhere to the ratio's set down in our registration requirements.

At times of limited childcare priority will be given to those families where the parent/carer(s) are known to be at work in the session time.

Watery Lane Preschool Emergency Closure Policy (Parents) Revised April 2026. Effective from the adoption date shown at the end.

## **Fees**

- **If the setting closes**
  - ✓ If closed or offering only limited childcare then fees remain payable but children who are not accepted into the session will be offered a substitute session at a later date within the same funding period.
- **If offering normal operational hours**
  - ✓ If the preschool is open but the parent decides not to send their child then the fees are still payable.

## **Early Years Entitlement**

In line with our Fees Policy and the Somerset Code of Practice the preschool will claim funding for the sessions missed due to the closure.

## **HEATING BREAKDOWN/POWER CUTS**

- In the case of a heating system failure the Manager and Chairperson will make a decision whether it is warm enough and safe to continue without it. Should it be too cold, parents/carers will be contacted to collect their children.
- Staffing ratios will be maintained with at least two members of staff present until all children have been collected.
- Fees will be payable as above with alternative sessions offered wherever possible.

## **ANY OTHER REASON FOR EMERGENCY CLOSURE**

Should there be any other reason to close the setting the following procedure will be followed:

- Closure during sessions – The staff will contact parents/carers of the children present and maintain ratios until all children have been collected. The Management Committee will be informed if applicable).
- Closure before sessions begin – The Manager, staff and committee will endeavor to contact the parents/carers of all the children due to attend. If they are unable to make contact with all the parents/carers they will arrange for a notice to be displayed outside the setting or for a representative to be at the premises at the time the session is due to begin to explain the situation to any parents/carers who turn up.
- The preschool's Facebook page will be updated to show the present situation.
- The pre-school's Tapestry Journal will be updated to show the present situation.
- Fees – Fees will be payable as above with alternative sessions offered where possible. In the case of a prolonged closure the committee will decide whether fees will still be payable.
- Continued Services – Parents should check when the preschool will be reopening by checking the Facebook page or Tapestry Journal.

## **INFORMING PARENTS OF CHANGES TO THIS POLICY**

All parents will be given a copy of the amended policy at least one month before the changes come into force. The notification will include a returns slip for parents to sign acknowledging receipt and acceptance of the policy. These slips will be retained with individual Admission Forms.

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### Links to other policies and legislation

- **Link to: Covid-19 risk assessment, Covid-19 outbreak management plan and Covid-19 procedures during the coronavirus period**
- Please see our Health and Safety Policy, Fees Policy and Parent Partnership Policy.
- Somerset Local Provider Agreement
- Every Child Matters Outcome: *Staying Safe*
- General Welfare Requirement: *Safeguarding and Promoting Children's Welfare*

<b>A unique Child</b>	<b>Positive Relationships</b>	<b>Enabling environments</b>	<b>Learning and development</b>
1.3 Keeping Safe 1.4 Health and Well-being	2.2 Parents as Partners	3.4 The Wider Context	

This policy was adopted at a meeting of **Watery Lane Preschool**

Held on \_\_\_\_\_

Signed on behalf of management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_

Date to be reviewed \_\_\_\_\_