

**7.8 EMERGENCY CLOSURE POLICY**

We will always endeavor to keep the Pre-school open and running as normal. Although some staff live locally others may live some distance away and factors such as health and safety of the staff must be considered in these unusual circumstances.

Possible reasons for emergency closure might be:

* Adverse weather conditions where travelling is deemed to be inadvisable
* Heating failure
* Burst or frozen pipes
* Staff Illness- if a number of staff became unwell or infectious and staff:child ratios cannot be maintained

In the event of an emergency closure parents will be informed at the earliest opportunity in the following ways:

* Text message service
* Emergency message left on the pre-school mobile
* Via email

In the event of an emergency closure we will inform OFSTED and our local Authority’s Family Information Service. We are not able to offer alternative sessions or refunds in the event of emergency closures. Refunds are not given to parents for the loss of Free Entitlement hours during emergency closures. (These arrangements are for emergency closures only).