



## Emergency Closure and Adverse Weather Policy

In the event of unforeseen circumstances including adverse weather conditions and contagious infections and diseases, it may be necessary to close the setting without prior notice.

There may be occasions when, due to unforeseen circumstances, Wingle-Tye Pre-School may be forced to close for a limited time.

Possible reasons for closure could be (not limited to)

- **Weather, e.g. snow, flooding** – resulting in staff not being able to get to work, access to site is not safe, or temperatures are prohibitively low to be outside all day
- **Outbreak of illness or contagious diseases** – leading to not enough staff to maintain ratios and to stop cross-contamination
- **Structural problem with surrounding building areas** – this may result in the nursery being unable to provide a safe and healthy environment for both children and staff
- **Gas leak or power cut** – leading to lack of heat or light to the setting

Should these conditions occur **before** the start of sessions you will receive an **email** notification of the Pre-School closure. [email@wingle-tye.co.uk](mailto:email@wingle-tye.co.uk) Please check your junk mail. If these conditions occur **during** a session, staff will contact parents/carers by telephone and request they come and collect their child within the hour or as soon as feasibly/safely possible. If parents cannot be reached, emergency contacts will be contacted. It is VITAL that correct contact numbers are kept up to date.

If the setting closes due to these circumstances which are beyond our control, fees will still be due for the session. In all circumstances and subject to availability, parents/carers may be offered an alternative session as soon as possible. This will only be if there are available spaces on other days.