

EMERGENCY CLOSURE POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

These Policies and Procedures have been created in the case of the pre-school having to close for reasons beyond our control:

- Adverse weather e.g. snow. If the managers feel to remain open would have an impact on the safety of children, parents and staff
- Sickness of staff. If our ratios fall below those recommended by the Department for Education
- Premises becoming unsuitable. For example, damage to building or electrical faults resulting in no heating

Fee paying children

We will offer a refund for sessions missed or the amount deducted from the following term's fees.

We will offer alternative sessions, if able to do so subject to availability. These alternative sessions must be taken during the same term if 4 weeks or more remain. If less than 4 weeks remain of term they may be carried over to following term at the managers discretion.

Funded children

We will offer alternative sessions, if able to do so subject to availability. These alternative sessions must be taken during the same term if 4 weeks or more remain. If less than 4 weeks remain of term they may be carried over to following term at the managers discretion.

Staff

Staff are paid for hours worked. However, in the case of an emergency closure, staff will be paid for the first day of closure if they are due to work that day.

This policy and its procedures was adopted at a meeting between Mrs Sara Ward and Mrs Terina Wilkinson, Managers, on 26th November 2019 and will be reviewed annually or sooner if necessary.

Mrs Sara Ward
Manager

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And
Mrs Terina Wilkinson
Manager

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