

2.5 Closure of Pre-School Policy Unexpected/Planned

Unexpected Closure

In the event of a breakdown of essential services (eg heating failure, loss of water supply etc), severe weather conditions or where the pre-school has to close due to an illness epidemic, the procedure will be as follows:-

- The final decision to close the Pre-School will be made between the Pre-School Manager and the Owner.
- In the event of heavy snow prior to the Pre-School's scheduled opening time, parents should establish that the Pre-School is open before bringing their child. Parents can gain information by ringing the Pre-School telephone 01279444281 or via our online platform, Tapestry
- In the event of severe weather conditions, staff may be advised not to make the journey to Pre-School. The Pre-School will endeavour to have as many staff as possible at the Pre-School when this situation arises, however if the staffing level is insufficient the Pre-School will close.
- If weather conditions deteriorate or services breakdown during Pre-School hours, parents may be asked to collect their child/children early. As far as possible, parents will be contacted by telephone and asked to collect their child/children. At least 2 members of staff will remain at the Pre-School until all children have been collected.
- In the event of essential service breakdown or an illness epidemic, parents should ensure that the Pre-School has re-opened before bringing their child to the Pre-School. Parents can gain information by ringing the Pre-School telephone 01279 444281 or contacting via our online platform, Tapestry. The Pre-School will endeavour to keep parents informed of the on-going situation.

Planned Closures

The Pre-School will have 1 non-contact day each term. On this day the Pre-School will be closed to the children, staff will be in for training and/or to complete paperwork etc.

The Pre-School will also be closed on voting days as the church hall is used for this purpose.

All planned closures will be notified to parents/carers as soon as possible.

This policy was adopted at a meeting of

Buzzee Beez Pre-School Limited

Held on

04/04/2025

Date to be reviewed

04/04/2026

Signed on behalf of the management



Name of signatory

Gaynor Baker

Role of signatory

Manager