

## **Box Pre-School Playgroup**

Closure due to unforeseen circumstances

# **CLOSURE DUE TO UNFORSEEN CIRCUMSTANCES**

## **Policy Statement**

Box Pre School Playgroup will only close in the event of unavoidable circumstances, such as severe weather, flooding or staff illness.

## **Procedures**

In the event of snow, the supervisor will carry out a risk assessment bearing in mind the safety of the children and staff and considering adult and child ratios.

In the event of staff sickness - the supervisor will contact all available bank staff but if are ratios cannot be met, we will close. If there is a case of a communicable disease we will take advice from the health protection agency and inform OFSTED. A deep clean of the premises will take place before we re - open.

In the event of closure due to flooding - after the building has dried out and been deep cleaned the supervisor will carry out a risk assessment before we reopen. OFSTED will be informed.

In all cases where we need to close unexpectedly we will email parents and post a news item on our face book group page.

Unfortunately, we are unable to issue refunds for unforeseen closures.

## **Closure due to the coronavirus pandemic**

If we need to close the playgroup due to the coronavirus pandemic we will refund fees to parents. If children are self-isolating due to illness, refunds will not be given.