



## **Unexpected Closure Policy**

### **Policy Statement**

Hartfield Playschool will normally remain open in all weather conditions.

However, in the event of unexpected closure due to exceptional circumstances (detailed below) we will aim to make the notice available as soon as possible. This will be published on our website, through email notification and our Facebook pages (Hartfield Playschool and Hartfield Playschool Families 2022)

In the event of adverse weather conditions, parents are advised not to send their children if they feel they cannot safely complete the journey.

### **Procedures**

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as one, or more, of the following:

- Lack of safe access to Hartfield Playschool
- Danger of access to the setting being limited by snow
- Heating, electricity or water failure
- Exceptionally high or low air temperatures
- Accidental damage or vandalism to the setting making it unfit for purpose
- Unable to meet required adult:child ratios due to staff illness
- In the event of a fire
- Severe weather

If an incidence, (as noted above), occurs during the hours Playschool is open, we will contact parents / carers to arrange for the quick and safe collection of the children. Staff ratios will be maintained until all the children have safely left the setting.

**We always require up to date contact information for Parents, carers and emergency contacts in case of unexpected closure.**



## General requirement: Administration and organisation

Parents will not be charged for closures due to exceptional circumstances where the Playschool remains closed for a continuous period of 3 days or longer. Funded hours start from the beginning of each week and cannot be accrued.

### **Coronavirus – Covid19**

We continue to monitor Government Guidance and will let parents know any changes to our policies and procedures.

#### **In addition to our usual policy:**

- During the coronavirus (Covid19) pandemic

We cannot guarantee that Hartfield Playschool will not be affected by a case of Covid19. Whilst we will be doing everything we can to minimize the risks, this will not prevent the virus being brought into the setting.

#### **In the event of a positive case of Covid19 within Hartfield**

##### **Playschool:**

- In the event of a member of staff or a child within the setting having a confirmed diagnosis of Covid19, Hartfield Playschool is required to contact the Department for Education and local authority.
- If a member of staff, child or their household is contacted by the national track and trace programme we will be advised on the most appropriate action to take. Hartfield Playschool will follow the advice given in every situation.

Parents will not be charged for closures of the Playschool for continuous periods of 3 days or longer. Funded hours start from the beginning of each week and cannot be accrued.

#### **In the event of a national or local lockdown in relation to Covid19:**

- We will monitor Government Guidelines



## General requirement: Administration and organisation

### Additional information regarding Covid19:

We may be forced to close temporarily for the following reasons:

- A temporary closure to enable the deep cleaning of the Playschool. We would hope that this would be a short term closure and would aim to re-open as soon as possible.
- Closure due to lack of staff. There are strict adult:child ratios that we adhere to, any staff member having to self-isolate for themselves or a young member of their household may impact our ability to open.

You may choose for your child to remain at home through personal choice without the presence of symptoms and/or direct medical advice. If this is the case, please notify us in advance. This absence will be treated as 'holiday' under our existing fees policy.

**Please note that the hours booked at the start of term will be chargeable as we allocate staff per term. Any absent days through sickness or holidays will be chargeable. Due to staffing we are unable to swap days and that any changes to your normal sessions will be chargeable.**

This policy was written by	Debbie Arnett – Early Years Manager
This policy was adopted by	Hartfield Playschool staff and trustees
Date	January 2021
Review Date	January 2022 or earlier if required
Reviewed:	February 2022