

Informing parents and staff of emergency closure procedures

### **Emergency Closure Policy/Procedure**

There are certain circumstances beyond our control where Holyrood Playgroup may have to close in an emergency situation.

Our liability for safety of staff parents and children starts from when staff enter the building.

We aim to rectify the closure as soon as possible and keep staff and parents informed.

**Bad Weather** ~ in the event of a heavy snow fall Tessa will assess the situation and will be available on playgroup telephone . Tessa will inform all staff and parents should the playgroup have to close.

Staff who are unable to attend should telephone Tessa a.s.a.p. if you are within walking distance ie you live in Chard we do expect you to arrive for work.

### **Remuneration**

If playgroup is open and staff or parents choose not to attend staff will not be paid and no refund will be given to parents.

If however playgroup is closed staff will be paid and parents will receive the option to take up other days to receive their registered hours.

Early Years Entitlement will be claimed as it will be our intention to allow parents to attend other days to not loose their hours.

### **Heating Breakdown / Power cut**

Tessa will contact each parent to collect their child should she feel it is too cold to remain open, parents will be offered other sessions to receive their registered hours.

Tessa will contact the electricity company and or an engineer and will contact parents to keep them informed.

**Limited Service**

If some members of staff are unable to attend work we will have to open on a first come first serve basis , this is due to working in ratios;

Policy Adopted.....

Signed..... Date.....