



## **Unexpected Closure of Pre School Policy & Procedures**

At Bottesford Bunnies, we are committed to our opening hours of Monday-Friday 9am – 3pm, (Term time only). Care after 3pm and before 9am, subject to prior arrangement.

Bunnies will only be closed as a last resort and for one or more of the following reasons.

- Advice from North Lincolnshire Council
- A significant number of children and or educators are suffering from a contagious illness, to include Covid.
- There are not enough educators to maintain the legal adult: child ratio.
- Weather conditions make it unsafe for educators and children to travel to pre-school.
- The room does not meet health and safety requirements, e.g. No heating, not enough toilets working.

In the event of any of the above.

- The decision to close the setting will be made by the Manager/ Deputy Managers and the Director.
- In the event of a serious illness or epidemic occurrence, we will notify Ofsted in accordance with the statutory framework of the Early Years Foundation Stage (DfE 2024) and Public Health England if this is a notifiable disease – (See Supporting Children at Pre-School with Medical Conditions Policy)
- If there is any doubt that we may not be open due to adverse weather, (this could be hot or cold weather) parents/carers will need to telephone Bunnies mobile. Parents/ carer's will be notified via a text message. If the setting is closed due to bad weather, no one will answer the main line and the mobile must be used.
- In the event of adverse weather conditions, Educators may be advised not to make the journey to Pre-School. The Pre-School, however, will endeavour to have as many educators as possible at the Pre-School, when the situation arises. The number of educators must meet the correct adult to child ratio in

accordance with the statutory framework of the Early Years Foundation Stage (DfE 2024). If the educator levels are insufficient, then the setting will close. Bottesford Bunnies uses the 1:4 ratio for 2-year-olds as opposed to the recommended 1:5 ratio.

- If the weather conditions deteriorate or in the event services breakdown during Pre-School hours, parents/carers may be asked to collect their child early. Pre-School will make every effort to contact parents/carers by telephone if this situation arises. The educators will remain at the Pre-School until all children have been collected, ensuring adult to child ratios are adhered to.
- In the event, essential services breakdown or there is a major illness epidemic, parents/carers should ensure that Pre-School has reopened, before bringing their child. Parents/carer's must contact the Pre-School on 863102 or 07436273653. The pre-School will endeavour to keep Parents/carers informed of the on-going situation, via text.
- In the event, the Pre-School closes, there will be **NO** refund of fees for up to 2 days, but anything thereafter will be subject to a refund. However, the Director reserves the right to use her discretion by assessing each situation as it arises.

#### **References to other relevant policies:**

- Communication & Working in Partnership Policy
- Complaints Policy
- Confidentiality & Use of Records Policy
- Equality of Opportunities Policy
- Health, Safety, Welfare & Hygiene Policy
- Payment & Collection of Fees Policy
- Safeguarding Children Policy
- Supporting Children at Pre-School with Medical Conditions

#### **Policy Review**

- This policy will be reviewed annually or following an unexpected closure of the Pre School.
- Any complaints regarding this policy should be dealt with via the current complaints procedure.

This policy is in line with EYFS (DfE 2024).

**This policy was adopted at a meeting of the Owners and staff on Wednesday 12<sup>th</sup> January 2011.**

Next review date January 2012  
Reviewed and Amended: June 2013  
Next Review Date: June 2014  
Reviewed: November 2014  
Next Review Date: November 2015  
Reviewed and updated: January 2016 by Owner, Manager, Deputy and Practitioners  
Reviewed and updated: September 2016 by Owner, Manager, Deputy & Practitioners  
Next Review Date: September 2017  
Reviewed and updated at staff meeting July 2017 by Owner, Manager, Deputy & Practitioners  
Next review date July 2018  
Reviewed and updated at staff meeting June 28<sup>th</sup>, 2018, by Owner, Manager, Deputy & Practitioners  
Next review date July 2019  
Updated by Owner and shared at staff meeting October 2018  
Next review date October 2019  
Reviewed and updated at staff meeting January 28<sup>th</sup>, 2020, by Owner, managers and practitioners.  
Next Review January 2021  
Reviewed and updated June 14<sup>th</sup>, 2022, by Director, Manager, Deputies and practitioners  
Next review date June 2023  
Reviewed and updated at staff meeting June 14<sup>th</sup>, 2023, by Director, Manager, Deputies and educators.  
Next review date June 2024  
Reviewed and updated at staff meeting July 4<sup>th</sup>, 2024, by Director, Manager, Deputies and educators.  
Next review date July 2025.