



## Magdalene Pre-school

### Extreme weather Policy

In the event of such extreme weather conditions that Magdalene preschool is unable to open (or has to close early) the following procedures will be put into practice. However, it is our aim that the pre-school remains open whenever possible and fees will remain payable.

Provision of Early Years education is not part of a child's statutory education therefore Croydon Council is unable to authorise closure of a private provider such as Magdalene pre-school.

The pre-school would be subject to emergency closure only if there was a breakdown in the heating or electrical failure in accordance with legislation, or if there was a water system failure as this would contravene the health and safety of the children. A contingency plan is already in place to cover staff illness by calling on volunteers. If this proves difficult, temporary closure may be necessary if we are unable to maintain staffing ratios but this would be in extreme circumstances.

If Magdalene pre-school is unable to open (or has to unavoidably close early), the following actions will be taken:

- All families of children due to attend that day will be texted or telephoned by a member of Magdalene pre-school staff
- If you have concerns that a session will not open due to weather conditions and you have not been contacted by a member of Magdalene pre-school staff then we suggest you telephone the setting to confirm.
- If a session is closed early due to severe weather, all parents will be contacted using contact numbers currently available. Please ensure that new numbers are always advised to Magdalene pre-school
- In the event of non-collection of a child we will follow our non-collection policy and procedure.

**This refund will be deducted from the next termly invoice.**

**This situation does not apply to children in receipt of 3 year old government funding.**

**No refund will apply if the pre-school is offering a normal service but parents choose not to bring their children.**

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

On behalf of the management committee