



Marsh Gibbon Pre-School

Short-notice closure Policy & Procedure

Marsh Gibbon Pre-School aims to provide the highest quality education and care for all our children. In the unlikely event that we believe our ability to provide such quality of care is comprised, for instance if there is a problem with our Building, Heating, services or if unexpected sickness which prevents us from providing sufficient staff for a particular session, we may need to either close the Pre-School temporarily, or to turn children away from a session.

This also includes closure for extreme weather conditions, such as if staff are unable to attend due to snow conditions preventing them from getting to the Pre-School safely.

In this instance, the Pre-School Leader or Deputy in her absence will fully explain the situation to all parents.

The following criteria will then be applied by the Pre-School Leader or Deputy:

All parents and carers will be asked to voluntarily take their children away.

Of those children remaining once any have been voluntarily removed, a list will be drawn up by the Leader or Deputy, giving priority to Funded children, with the eldest child getting highest priority.

If further unfunded children can be accommodated, these will be prioritised by age.

As soon as the situation is resolved, and more children can be accommodated, the same list will be used to offer places to those children who have been turned away until all children have been offered the chance to return.

We are committed to keeping parents and carers fully informed throughout any such situation.

In the unexpected event of the pre-school having to close due to a situation out of its control, such as severe weather conditions, problems with the village hall building etc, no refund for sessions, breakfast or lunch clubs will be given during this time to enable the pre-school to cover its basic ongoing continuing costs.

[UNCRC Article Links:](#)

[Article 1,2,3,4 and 42.](#)

[Articles can be read at the front of this Policy and Procedure folder.](#)