**13. Ladybird Preschool Emergency Closure Policy**

**Emergency Closure**

Any decision to close Ladybird Preschool will be made on Health and Safety or Statutory Regulation grounds by the manager. We will aim to rectify the closure as soon as possible and keep all parents informed of the situation.

Ladybird Preschool will:

Hold a list of all children’s next of kin in a readily accessible folder, and ensure that this information relating to the children’s is kept updated.

**Evacuation**

If it is necessary to evacuate the building, we will do so following the Fire Action Plan, displayed on all exits of the preschool.

The cricket ground will be used as an Assembly Point. If the grounds are unsafe to use as an Assembly Point, Ladybird Preschool staff will walk the children to: Coxes Close Car Park.

**Bad Weather**

Should we have heavy snowfall, which would make it hazardous for both staff and parents to travel to preschool, the setting will be closed due to Health and Safety issues.

The manager and deputy manager will contact each other to decide whether it is safe to open or not. If not, they will contact all other staff members to let them know.

**Parental Responsibility**

If you wake up to heavy snowfall please follow these instructions:

Contact Manager or Deputy Manager by text, email or phone,

Alternatively the setting telephone will be manned in the morning to explain current situation.

Should severe weather occur during a session the staff will contact parents to come and collect their children. Therefore it is vital we have up to date contact numbers.

**Any other need for emergency closure.**

Should there be any other need for the setting to close including a positive case of coronavirus, the following procedure will be followed:-

If we need to close during a session, the manager will contact all parents to collect the children, two staff members will stay until all children have been collected.

If we need to make the decision to close before the session has begun, the manager will endeavour to contact the parents of the children due to attend that day. If she is unable to make contact then a notice or representative will be at the premise.

If the setting has been closed due to heating or mechanical failure, parents need to ensure that the preschool has reopened before bringing their children back.

This Policy was agreed on 18th October 2023 and will be reviewed 17TH October 2024

Dr Chloe Park (Chair).....................................Signature Mrs B Page (Manager)...............................................................