



Policy - Closure Policy

Title: Closure Policy

Category: In the Setting

Review Date: 30th Aug 2024

Description:

Although it is our policy that the Preschool will always open during the term time, on the dates published in advance, it may be closed on these dates if:

- . it is impossible for us to provide the required staff - pupil ratio, or
- . we are following some overriding government regulations, or
- . the premises are unavailable, or
- . there are other exceptional circumstances.

Please be aware that should any of the local primary schools close due to severe weather conditions then the Preschool (may well be forced to) close.

In all cases, we shall give all staff and parents as much notice of closure as reasonably possible. We shall also provide ongoing information about when the Preschool will reopen.

If the Preschool is closed, we will refund any fees for the affected period. We will not cover any additional costs which parents may incur as a result of the closure (e.g. childminding fees). Refunds will normally be provided by a discount on the subsequent invoice, although we may make direct refunds to parents at our discretion.

If a parent chooses to keep their child away from the Preschool on a date when it is open, we will not provide any refunds. This includes family holidays. However we are prepared to discuss individual cases in exceptional circumstances.

It is the responsibility of the Manager to ensure that the relevant bodies (e.g. Ofsted and Surrey Early Years and Childcare Services) are advised of any closures and the reasons and that all the relevant paperwork is completed and filed as necessary.