Leapfrogs Pre School and Out of School Club 11.

Emergency Closure Policy

There are certain circumstances which could result in Leapfrogs having to close. We will aim to rectify the closure as soon as possible and to keep all parents/carers informed of the situation.

In order to achieve this aim, we operate the following emergency closure procedure:

**Bad weather**

Should there be severe weather conditions, which would make it hazardous for parents and staff to travel the setting will remain closed.

You will be contacted by **email** that we will be closed. We will endeavour to inform you as early as possible so that you can make alternative arrangements if needed.

Should the school decide to close we also will not open and will inform you by **email.**

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

**Heating breakdown/Power cut**

A decision will be made by the manager and chairperson whether it is warm enough for the setting to remain open. We will contact you to ask you to collect your children should we decide it is too cold.

As both the above situations are beyond our control refunds for closed sessions will not be given.

Policy adopted on:20/03/14

Policy reviewed on : 03/09/14

Signed on behalf of the committee ………………………………………………………………………..

Name and role ………………………………………………………………………………………………….

Date ………………………………………………………………………………………………………………