

Emergency Closure Policy

Children

March 2020

In the event of disruption caused by any emergency the prime concern of Cheeky Chimps must always be the health, wellbeing and safety of the children and staff.

The Manager will work in collaboration with the Head Teacher at Ashcott Primary School and the Chair of the Committee in deciding whether to close and will consider advice given by governing bodies, hopefully before 7.30am on the morning of closure.

If the decision is taken to close Cheeky Chimps then the Manager will let all staff know as soon as possible, email parents, post on Facebook and update the website.

No refunds will be issued for pre-school, breakfast club or after school care hours missed due to closure because of emergency,  however wherever possible the children can attend (for the number of missed hours)at another time convenient to both parents and Cheeky Chimps. If closure should continue beyond a reasonable period of time the committee will assess the situation and update all parents regarding the payment of booked hours.

If an emergency develops during the day, we will consider whether it is suitable to remain open until the end of the day. However, this may not always be possible, in which case parents will be contacted via phone and asked to collect their children as soon as possible.  Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult.

 If Cheeky Chimps is closed, we will try and make a decision as early as possible, and will intend to re-open as soon as we can.

This policy was adopted by Cheeky Chimps Pre-school on 10th March 2020

Review AGM

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

Printed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_