

Closure Policy and Procedures

Closure due to unforeseen circumstances

There are situations that may cause the Pre-school to close, due to unforeseen circumstances, such as:

- Adverse weather , e.g. heavy snow, and Pickering Community Infant and Nursery school is closed. Excessive heat with Government health warning.
- Power cut
- Staff illness or shortage of staff meaning that safe ratios cannot be achieved.
- Gas leak

All parents/carers will be notified by phone as soon as possible, detailing the reason for closure of Pre-school.

Fees which have been paid in advance will be refunded if another session cannot be arranged due to availability in other sessions.

Planned Closures

These include:

- Bank Holidays
- Staff training days

All parents/carers will be informed in writing before the event.

Fees that have been paid in advance will be refunded.

This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.

Date to be reviewed – Before end of August 2024.

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).