



## **Adverse Weather and Emergency Closure Policy**

There may be occasions when it is necessary to close the Playgroup. The information below provides details about the procedures followed on such occasions.

In severe weather conditions the safety of children and staff is paramount and the closure of Playgroup may be necessary.

### **Playgroup Closure Information**

In general we follow Torphins Primary and if the school is closed due to adverse weather then the Playgroup will be too.

We endeavour to let parents and staff know with as much notice as possible if Playgroup will be shut via email and our Facebook page.

### **Responsibilities of Parents/Carers**

As a parent/carer your child's safety is of the utmost importance to you. You will be aware of the need for them to wear appropriate outdoor clothing throughout the winter even when the weather seems fine in the morning. You should also be aware of your responsibilities listed below.

- Please ensure you keep your contact details up to date and inform us of any changes.
- You must decide whether it is safe for you to travel to Playgroup in adverse weather conditions.
- You must make every effort to provide an emergency contact who can be contacted and collect your child if Playgroup closes at short notice.

### **Closure during the day**

The Manager will consider whether children and staff, on leaving Playgroup, will be able to reach the safety of their own homes or another acceptable place of safety. This may result in the closure of the Playgroup if insufficient staff remain to supervise children safely.

Parents/carers will be contacted by telephone as soon as a decision has been made to close the Playgroup.

### **Closure before the start of the Playgroup day**

On some occasions information received about weather and road conditions may result in it being decided that the Playgroup will not open for the day.

Our aim is always to try and make a decision about whether or not to close the Playgroup before 7.30 am.



An email will be sent via Learning Journals and post on Facebook as soon as the decision to close for the day has been made.

On occasion the Play group will have a delayed start to the day to allow children and staff to travel safely. Again this information will be sent via Learning Journals and Facebook.

### **Other Emergency Closures**

There may be occasions when it is necessary to close the Playgroup for other reasons e.g. power cuts, burst pipes or heating failures. The arrangements outlined above will also apply to closure of the school for all other emergency reasons.

### **Fee Payment**

In the event of emergency closures for a continuous period, full fee will be charged for the first 2 days, half fee for the next 3 and if the closure lasts longer than a week then no fee will be charged. These days need to be in succession for discounted or no fee to be charged.

### **Staff**

Staff will be paid as normal in the event of an emergency closure. Where possible they can engage in CPD and home working.

In extended periods of closure this will be reviewed on an individual case.

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