

SWILLINGTON PRE-SCHOOL PLAYGROUP

CLOSURE POLICY

On some occasions it is necessary to close playgroup at short notice. These occasions are very rare.

Situations where this may arise include, but are not limited to :

- Power cuts
- Staff sickness
- Damage to the building
- Infected equipment
- Severe weather conditions

Before 9am

If it is necessary to close playgroup before 9am, parents will be informed on arrival and given clear instructions regarding the closure and when we will reopen.

After 9am

Parents will be contacted and asked to collect their child as soon as possible.

Each situation will be assessed as necessary in regard to the refund of fees.

Signature:
Date:

Position held: