



www.penhillplaygroup.org.uk

Emergency or Temporary Closure Policy

At Penhill Playgroup, we are funded to open for 38 weeks a year and endeavour to open every week day, during term time. But sometimes, due to unforeseen circumstances, such as bad weather, damage to the property, or illness, we have to close early, restrict numbers or not open at all. In these circumstances, these are the procedures we will follow:

Restrict Numbers

- We will give priority to those children who are in receipt of 2 year old funding, then the 3 and 4 year old funded children. If you normally pay, you will not be charged for this session if you are asked not to bring your child in. We will endeavour to offer you an alternative session however, which would be chargeable. Parents will be contacted by telephone as soon as possible in the morning to let them know the situation and the reason why.

Early Closure (when children are already at Playgroup)

- Parents will be contacted by telephone by the Manager or another member of staff to inform them that the Playgroup will be closing early, the reason why and be asked to collect their children as soon as possible.
- Children will be kept at the hall or other place of safety (parents will be notified where) if the hall is not able to be used, until they are collected.

Closure (when we are unable to open)

- Parents will be contacted by telephone by the Manager or another member of staff, before 8.30am, where possible, to inform them that the Playgroup will be closed and the reason why.
- The Playgroup will put closure information on the home page of their website www.penhillplaygroup.org.uk and inform West Sussex County Council www.westsussex.gov.uk and West Sussex Grid for Learning www.wsgfl.org.uk where school and nursery closure information is published online, as soon as possible after the decision not to open has been made.
- Where appropriate, the Playgroup will inform the local radio stations BBC Sussex (95.3FM) and Heart FM (103.5FM), so that closure information can be broadcast.

The Playgroup will also notify OFSTED, within 14 days, of any closures that have taken place and why.