Sticky Fingers Pre-School
Abbas and Templecombe Church School,
School Lane, Templecombe, Somerset, BA8 0HP.
Telephone no. 07742895967 / Email manager@stickyfingerspreschool.org
Registered Charity no. 1029754 / www.stickyfingerspreschool.org

26 – Emergency Closure Policy & Procedure

Statement

There may be certain occasions when Sticky Fingers Pre-School will have to close for a limited time.

The Pre-School's liability for safety starts from when any persons enter the pre-school. This is applicable to staff, parents, visitors, children, etc.

Aim

It is the aim of Sticky Fingers Pre-School to:

- Remain open whenever possible
- Rectify the closure as soon as possible.

In order to achieve this aim, we operate the following Emergency Closure policy:

Bad Weather

- It may be necessary to close when the weather has made it hazardous for parents, carers, staff or children to travel to or from the pre-school; or if there are insufficient staff to care for the children or if the weather has made the building and its immediate surroundings too hazardous to continue operating. This may be caused by, but not limited to, heavy snow, ice or flooding.

- The Pre-School Manager will make the decision to close the school. She may seek the support of the Committee Chairperson or other Committee officer, but her decision will be final.

- If the school is to close the Manager will:

    - Send e-mails to all parents/carers/staff
    - Inform the Committee Chairperson or other Committee Officer if Chairperson is not available
    - Notify BBC Radio Somerset on tel: 0117 9747747 or by e-mail at somerset@bbc.co.uk
    - Telephone all parents/carers
    - A notice will also be placed outside the school gate to provide information

If possible, a member of staff will be present at the Pre-School to notify parents/carers if they turn up at the setting while it is closed.

Parental Responsibility
If you wake up to severe bad weather including heavy snow or black ice please follow these instructions:

- Check your e-mails
- Listen to BBC Radio Somerset

If severe weather occurs during the day the staff will contact the parents/carers to come and collect their children. It is VITAL that contact numbers are kept up to date.

Continued services

Following closure, parents will be notified when the Pre-School is open again. They will be sent an e-mail if appropriate or notified by telephone.

Please note that although the Pre-School is in the Abbas and Templecombe School grounds it will open or close independently of the school. Therefore please ensure you keep up to date with the Pre-School's opening and closing during severe bad weather.

Delivery of Childcare

If the Pre-School opens in adverse weather conditions, a limited service may be offered due to limited staffing. We will endeavour to have as many staff as possible at the setting. The Pre-School will ensure that the ratio of children to staff is maintained as set down in the registration requirements. In order to achieve this, the Pre-School will have to operate on a first come first served basis.

Other Reasons for Emergency Closure

If the Pre-School has to close due to, but not limited, to the following:

- Heating System Failure
- Power Cut
- Illness
- Extreme Weather

The Manager, in conjunction with the Committee Chairperson or other Committee Officer, will contact the parents/carers either by e-mail or telephone advising of closure and the reasons for the closure. If possible, a member of staff will remain at the setting to advise any parent/carer turning up when the setting is closed. A notice will also be placed outside the setting (by the steps). If this occurs during a session then at least two members of staff will remain with the children until they are all collected.

Fees

It is Sticky Fingers Pre-School policy that charges will not be made during emergency closure (see Policy No. 7 – Fees Policy).

Related Policies:
7 – Fees Policy
9 – Health and Safety Policy
18 – Staffing and Employment Policy
20 – Non Collection of Children Policy

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.4 The wider context	

Updating of Policies

Copies of all policies will be held at the setting and will be made available to all parents.

All policies are reviewed once a year and updated accordingly. Following this, a revised set of policies will be made available for all parents/carers and uploaded onto our website (stickyfingerspreschool.org/policies)

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton