**ADVERSE WEATHER POLICY**

The safety of our children, staff and families who come to pre-school is of the utmost importance. We will try and remain open if possible, during bad weather but this depends on a number of circumstances.

1) If bad weather is forecast we MAY decide to close preschool the following day. If this is the case we will put an announcement on to Tapestry and by E Mail plus we will post on our facebook page.

2) If we decide to remain open we will hope to operate for as long as possible. This does depend on how many staff are able to safely get to work, that the pre-school building is accessible and safe, inside and out, and that the temperature is suitable for children when inside.

If we cannot operate with the correct adult:child ratio then we cannot, and will not, remain open. If pre-school opens and only some staff are able to work that day, then we will accept children into the session on the basis of funded children first ( refer to our Admissions policy). We cannot go over the legal ratio.

3) If preschool is open and bad weather arrives during the day then the Manager will have the final judgement on whether to remain open and for how long. In their absence the Deputy Manager. The safety of everyone accessing pre-school is most important and we will phone parents to inform them of our decision and to collect their children if necessary.

4) Staff will be sent home in order of distance or circumstances but only when ratios are still legal.

Snow is fun and we would hope to make it fun at pre-school and use it in learning opportunities. Mostly we can operate as normal but we hope you understand that safety is priority in times of bad weather. Please remember to keep yourselves safe when coming to pre-school.

**Financial Implications of Closing**

We will do our best to remain open as long as possible if it is safe to do so, to assist our families and their working commitments. If we do decide to close during a session no refunds will be due. However, if we remain closed for 3 or more consecutive days parents will be able to request a credit for fees paid.

*This policy is reviewed annually by Martlesham Preschool Committee.*