



## Severe Weather Policy

### Parent and Guardian Guidelines:

**1. Pre-Opening Checks:**

Before bringing your child to the kindergarten, please verify whether the setting is open, following overnight severe weather events (e.g., heavy snowfall, hurricanes). Updates will be posted on the Famly newsfeed by 7:00 AM each severe weather day. Please check this before leaving home.

**2. Daytime Weather Deterioration:**

If severe weather conditions deteriorate during the day, we may request early pickup of your child(ren). Updates will be posted on the Famly newsfeed. Please monitor it closely.

**3. Communication:**

It is crucial to keep your phone nearby and set to loud during severe weather, ensuring you are always reachable. If you are unavailable, please provide an alternative contact number to the office.

**4. Pick-Up During Severe Weather:**

If asked to pick up your child due to worsening conditions, please do so promptly. Remember, our staff may rely on public transport and cannot leave until all children are safely collected.

**5. Fee Policy:**

No refunds will be given for closures due to severe weather, as these circumstances are beyond our control and our staff must still be compensated.

**6. Post-Weather Confirmation:**

If you are unsure about the status of the kindergarten, following a closure, please call the office at 01273 735100 after 8:00 AM the next day to confirm reopening.

### Staff Guidelines:

**1. Staff Communication:**

Staff must inform a manager by 7:00 AM and call the Kindergarten at 8:00 AM if unable to get to work due to severe weather.

**2. Attendance Efforts:**

All staff are expected to make every effort to arrive at work. Please be aware that arrival times may be delayed if travel services are disrupted.

**3. Early Departure for Safety:**

We will facilitate earlier departures for staff if their return journey could be dangerous. This will be balanced with the necessity to maintain safe care levels for the children until they are picked up.

**Operational Considerations:****1. Staffing Ratios:**

If severe weather impacts staff availability and we cannot meet legal child-to-staff ratios, we may need to delay opening or reduce capacity temporarily. Affected families will be notified via Famly, and in cases where staffing is delayed, parents may be asked to wait with their children until additional staff arrive.

**2. Closure Decisions:**

The management reserves the right to make closure decisions based on staff availability and safety considerations for both children and staff. We strive to communicate any such decision as early as possible via Famly. Parents are required to acknowledge receipt of these updates by commenting on or 'liking' the Famly post or will be contacted directly by the office.

**3. Travel Advisory for Staff:**

We recognize that some staff members may face considerable travel challenges during severe weather. Staff advised not to travel will need to inform management promptly.

**Policy Management:**

- This policy is subject to updates based on weather patterns and operational experience. Management retains the discretion to make day-to-day decisions based on the specifics of each severe weather event.
- This policy was last updated in January 2025.