

**Maids Moreton Pre-School**

**Extended Services**

Extended Service unable to operate policy

**Procedure in the Event that the Extended Services is Unable to Operate**

**Policy Statement**

The service will endeavour to operate at all times by ensuring staff backup at short notice. However, in unforeseen circumstances it may be in the interests of child safety that the club does not operate. For example:

* Extreme or bad weather
* Pre-school closure (boiler breakdown, lack of water, strike action, unsafe site etc)
* Staff illness/shortage

**Procedure**

In the event that the service is unable to operate, as much notice will be given to the parents as possible, to ensure suitable child care arrangements can be made. However, in the event that the service cannot operate at short notice, staff will contact the parents and advice them of the situation.

Fees will be credited if the service cannot operate as planned.