



School's Out @ Cubbington

Emergency Shutdown Policy

School's Out @ Cubbington will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. This decision will not have been taken lightly and may well have been determined by an external body such as the local authority. Should this situation arise, we will make every effort to minimise the inconvenience, to staff, children and parents, and will aim to re-open as soon as is practicable.

Possible reasons for emergency shutdown of the Club include, but are not limited to:

- Serious weather conditions
- Heating system failure, burst water pipes, or loss of power supply
- Fire or bomb scare/explosion
- Death, or serious accident or illness, of a member of staff or child
- Assault on a staff member or child
- Directive by government agency (eg health authority, environment agency, security services, etc)

Notifying parents of closure

If the Club is forced to close at short notice the Manager will use the emergency contact details we have on file to notify parents as soon as possible by *email, telephone and facebook*. To ensure that all parents receive the information, we will post a notice on the main entrance door of the Club premises. In addition, we will notify the school, and ask that they display a notice informing parents of the closure. If the Club has been forced to close for a specific period of time, we will also inform parents of the planned date for reopening.

Session fees

There will be no refund of fees if the Club closes for a one-off short-term incident eg a snow day.

In the event of a prolonged forced closure, we must ensure that the Club remains financially viable. We have fixed costs which continue even when the club is closed. If the closure is forced by an event that is covered by our insurance, we will not charge for sessions when we are closed. Unfortunately, not all events can be insured against, so in situations that are not covered by our insurance the following procedure will be followed:

- Any sessions that have already been paid for but not used will be credited against future sessions when we reopen
- Parents will NOT be charged for the first 4 weeks of closure. If the closure extends beyond four weeks this position will be reviewed and parents informed of any decisions.

Related documents: Admissions and Fees policy

This policy was adopted by: School's Out @ Cubbington	Date: 
To be reviewed: January 2021	Signed: 17/03/2020