

Cheeky Monkeys Out of School Club

Emergency Shutdown Policy

Cheeky Monkeys OSC 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)

Should we need to evacuate the premises whilst the Club is in session, we will follow our **Emergency Evacuation procedure**.

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 telephone or Facebook. To ensure that all parents receive the information, we will post a notice on the main entrance door of the Club premises at Highfields Primary School.

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 short-term incident eg a snow day. However, we will credit fees against future bookings.

In the event of a prolonged forced closure, we may suspend fees during the closed period. Parents will be notified if a decision to do this occurs.

Related documents

Emergency Evacuation procedure, Admissions and Fees policy

This policy was adopted by: Cheeky Monkeys OSC	Date: January 2022
To be reviewed: January 2023	Signed: