

	<b>Policy</b>
	<b>Policy Category: Governance, Management and Administration</b>
	<b>Date Created: February 2020</b>
	<b>Date reviewed: 15 May 2024</b>
	<b>Policy Name: Centre Closure Policy</b>

The purpose of this operational policy is to provide effective management practices in accordance with the *Education (Early Childhood Centres) Regulations 2008 (Regulation 47)*.

## Position Statement

An emergency closure occurs when circumstances beyond the control of individual services cause temporary closures. The purpose of this policy is to enable our Centre to effectively manage an unplanned Centre close down.

## Issue Outline

If our Centre needs to close through circumstances outside of our control, we recognise this has a major effect on teachers/staff, parents and children. A documented plan will be put in place to avoid confusion or mistakes being made.

## Detail

### General:

- The following are examples of emergencies where funding will continue:
  - extreme weather conditions
  - interruptions to essential services
  - non-controllable health and safety issues
  - civil defence emergencies
- Note that there may be exceptions to this
- The Fee Schedule available to parents should clearly outline the Centre's expectations regarding fees, should the Centre close due to unforeseen circumstances
- Staff Employment Contracts should cover what will happen with staff wages if the Centre is forced to close for a period of time.

### Procedure:

1. We will close our centre as soon as we receive formal advice from an appropriate authority
2. We will then inform all the teachers/staff

3. We will then take action to alert all parents using our Centre's emergency communication system, Storypark, group text.
4. The reason for closure will be communicated along with any action being taken or specific information
5. If the Centre is currently in operation, parents will be asked to collect their children as soon as possible/practicable
6. A sign will be placed on the door/noticeboard and we will advise any other services or schools in the area
7. We will secure the premises and respond to the situation as required or advised by official services
8. We will keep teachers/staff and families updated and let them know when the Centre will re-open
9. We will let parents know what will happen with their fees while the Centre is closed
10. We will ensure the Centre is safe for operational purposes before re-opening.

### **Alignment with Other Policies**

- Fire and Emergency Evacuation Policy
- Fee's Policy.

### **Relevant Background (including Legislation/Regulation/Licensing references)**

- Education (Early Childhood Centres) Regulations 2008, Regulation 47
  - (1) The governance, management and administration standard: general is the standard that requires every licensed service provider to whom this regulation applies to ensure that –
    - (a) the service is effectively governed and is managed in accordance with good management practices
- Ministry of Education; ECE Funding Handbook.

### **Impacts of Policy on Teachers/Staff, Parents, Children**

Centre closure impacts upon teachers/staff, parents and children, disrupting service, work and routine, forcing parents to make alternative care arrangements. Being aware of the Centres closure procedure will help to minimise the impact.

### **Alignment with the Centre Philosophy**

This policy ensures that any disruption to the service is limited, restoring a safe environment as soon as possible for the well-being of children in our care.

### **Implications and/or Risks**

Following this policy significantly reduces the risk of the Centre losing funding and parents and teachers/staff not being kept informed. All affected parties need to be aware of what the procedure will be, should the Centre have to close temporarily.

## Implementation

Clear procedures have been developed and will be followed by Management

## Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	BOT, Community and Staff via Storypark, noticeboards front foyer and staffroom and emailed BOT