



Under Fives Roundabout

Preschool, Playgroup and Toddler Group

Warwick Road, Cambridge, CB4 3HN | Tel: 01223 309066

www.underfivesroundabout.org.uk | Email: enquiries@underfivesroundabout.org.uk

Emergency Closure Procedures

Roundabout preschool and playgroup will make every effort to open on scheduled days. However, if it is necessary to close due to an unforeseen circumstance (for example, infectious disease like swine flu, flooding, burglary, fire), we will follow this procedure:

- 1) We will email all parents on our googlegroups as soon as the decision is made to close.
- 2) We will divide families due into preschool/playgroup by keyworkers who will endeavour to call or text everyone before 830am.
- 3) We will put a notice on the railings.
- 4) We will then call any other families who have not yet been contacted
- 5) We will notify Mayfield/Opportunity Links/Ofsted/County Council/Cambridge Evening news

Regarding up-dates

- 1) We will email all parents on our googlegroups
- 2) We will put relevant notices on the railings
- 3) Parents can call the preschool office, Sam or Eileen

For parents: Please ensure your contact details (email/telephone/mobile number) are up-to-date and correct.

For Toddlers:

If preschool and playgroup close, we will also close Toddlers. We will send an email round the google group and notify Mayfield, and we will put a notice on the door.

In addition: If Mayfield closes due to a reason that also affects Roundabout (eg. swine flu), Roundabout will also close. The school will report closure to the local news stations and therefore if there is any concern, parents should also listen out for this news.

Contact details for parents:

- Roundabout Office 01223 309066
- Sam Capes (Manager) 0773 941 8874
- Eileen Hori (Chair of Committee) 01223 512093
- Ofsted 08456 404040
- Opportunity Links
<http://www.opportunity-links.org.uk/> 0845 04 54 014



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Contact details for Committee/Staff:

- info@opp-links.org.uk
- Ofsted enquiries@ofsted.gov.uk quote EY379489
- County Council Early Years 01954 273360
eycinfo@cambridgeshire.gov.uk
- Cambridge Evening News newsdesk@cambridge-news.co.uk