

LITTLE ROOS DAY NURSERY

EMERGENCY CLOSURE POLICY



Emergency Closure Policy Statement

At Little Roos we have a very committed team of staff, but, on the rare occasion, we may not be able to open the Nurseries due to unforeseen circumstances.

The decision to close the nurseries would be made in the case of any Health and Safety issues, as the children and staff's safety is our priority.

The Head of Nursery / Manager will make the decision to close the nurseries in the event of, for example: -

- Fire
- Flood
- No water supply
- No heating
- Adverse weather conditions

Communication Plan

If any of the above or similar should happen we will email and place an update under the 'News' section of our website (www.littleroosdaynursery.co.uk). This will be done as soon as possible to give parents/carers the opportunity to make alternative arrangements. If you do not receive an email update, by 7.30am on the day of concern, to state the nursery will be closed, please assume that the nursery is open. It is always difficult to make the right decision due to the unpredictability of the weather, we will aim to do this as swiftly as we can. Please rest assured that any decisions taken will be based around ensuring that your children are kept as safe as possible.

Snow Closure

If heavy snow is forecast the Head of Nurseries and Nursery Managers will discuss possible alterations to opening/closing times or complete closure. We take the view that if the safety of the children and staff is to be compromised in any way, we will close the nurseries or have to limit the number of child that attend, or change opening and closing times. Should this difficult decision be made, parents/carers will be given as much notice possible.

- If snow falls heavily during the day we will contact parents/carers requesting they collect their children early (at a time to be decided).

- Parents/carers unable to collect early: those children will remain at the nursery with the members of staff who live within walking/cycling distance of the nursery until their usual collection time.

If snow falls overnight the Head of Nurseries and Nursery Manager will decide if the nurseries will close and an email will be sent to all parents/carers before 7.30 am notifying everyone of the decision.

We will also place a Snow Watch update in the News section of our website: www.littleroosdaynursery.co.uk. Further emails will be sent to parents/carers to keep them updated as the day progresses.

If the difficult decision to close the Nursery or reduce opening and closing times is made due to adverse weather (for example heavy snow), heating failure or other similar circumstances there will not be any refunds of fees. Please refer to the Fee Policy for information on this also.

This policy was adopted on 01.09.17

Reviewed by Head of Nurseries : Sonia Panchal and Nursery Managers.

Reviewed every year or earlier if necessary