

# WESTMILL NURSERY

## EMERGENCY CLOSURE POLICY

### Statement of intent

There are certain circumstances which could result in Westmill Nursery having to be close for a day or two.

### **Aim**

We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation.

In order to achieve this aim, we operate the following Emergency Closure policy:

### BAD WEATHER

- Should we have heavy snowfall, which would make it hazardous for both staff and parents to travel, the Nursery will be closed.
- Initially the Nursery Manager and the Leader will contact each other to decide whether it is safe to open or not. If not, they will contact all other staff members before 8am to let them know.
- **If you wake up to heavy snowfall please follow these instructions:**
  - **All Parents/carers please log onto our website**  
[www.westmillnursery.co.uk](http://www.westmillnursery.co.uk) where we will endeavour to post current information of any closures on our home page.
  - **Alternatively please telephone Lorraine on 07791 170416 after 8am. You will then be told if the Nursery intends to open.**
- Should severe weather occur during a session the staff will contact parents/carers to come and collect their children. It is VITAL we have up to date contact numbers.

### HEATING BREAKDOWN/POWER CUT

- Should the heating system which is electrically operated breakdown the Nursery Manager will make a decision whether it is warm enough and safe to continue without it. Should it be too cold, parents/carers will be contacted to collect their children.
- Two members of staff will remain with the children until all of them have been collected.

As both of the above situations are beyond our control refunds for 'closed' or 'partial' sessions will not be given.

### ANY OTHER NEED FOR EMERGENCY CLOSURE

- Should there be any other need for the Nursery to close. The following procedure will be followed:
  - If we need to close during a session, the Nursery Manager/Leader and staff will contact the parents/carers of children present and at least two members of staff will remain on the premises with the children until they have all been collected.
  - If we need to make the decision to close before a session has begun, the Nursery Manager/Leader will endeavour to contact the parents/carers of all children due to attend that day. If he/she was unable to make contact with all those parents/carers he/she will arrange for a notice to be displayed outside the premises or arrange for a representative to be at the premises at the time a session is due to begin (9.20am) to inform those remaining parents/carers.

Depending on the exact circumstances of the above need for closure refunds for 'closed' or 'partial' sessions will only be given at the discretion of the Proprietor.

The policy was modified and adopted on (date): 2<sup>nd</sup> December 2009

Review Date: December 2010

Signed: (member of staff representing the group): .....

Role of signatory: Nursery Manager/Proprietor