

Emergency Closure Policy

Statement of intent

There are certain circumstances which could result in Fun Foundations Day Nursery having to be closed 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 / ice, which would make it hazardous for both staff and parents to travel, the setting will be closed.
- Initially the Manager and Deputy will contact each other to decide whether it is safe to open or not. If not, they will contact all other staff members before 7:30 to let them know.
- If you wake up to heavy snowfall please follow these instructions:
 1. All Parents/carers please log onto our website www.funfoundationsdaynursery.co.uk where we will endeavour to post current information of any closures on our news page and an email will be sent out.
 2. Alternatively please telephone Fun Foundations Day Nursery on 01446 771117 or the nursery mobile number on 07889 948429. You will then be told if the setting intends to open.
 3. 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 operated through the boiler breakdown the Manager or officer in charge 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 setting to close the following procedure will be followed:

1. If the emergency is during a session, the Manager/Deputy and staff will contact the parents/carers of the children present and at least two members of staff will remain on the premises if it is safe to do so with the children until they have all been collected. Should it not be safe, all children and staff will re-locate to the designated emergency premises, which is the Leisure Centre behind our setting.
2. If we need to make the decision to close before a session has begun, the Manager/ Deputy 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 (7:30) to inform those remaining parents/carers.
3. 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.

Nursery Staff

Employees must make every possible reasonable effort to attend for work within the bounds of safety. It is the responsibility of each individual employee to make a judgement, in the particular circumstances of adverse weather, about whether it is safe to travel from their home.

Where employees are unable to attend work because either;

- They have the prime responsibility for childcare and are unable to attend due to school closures,
- or their childcare or other dependants' arrangements break down due to adverse weather conditions employees can take Parental Leave which is unpaid.

For Parents/carers:

Fun Foundations Day Nursery will make every possible effort to stay open and deliver the service we aim to provide. However, with an adverse weather situation, the setting will aim to be open and running for all the children as long as;

- It is safe to do so.
- We have the correct amount of staff for the ratios of children. Where staff members have been unable to make it in to the setting for any of the above reasons, every effort will be made to cover this using our other experienced bank staff.
- In the case of CLOSURE due to Adverse Weather, we will aim wherever possible to give parents as much notice as possible. A notice will be displayed at the nursery and we will notify parents via our Fun Foundations website and email. For those parents who do not have access to the internet or use of email, wherever possible we will aim to contact you via telephone. If you are unsure the evening prior to your child's session or in the morning whether we are open, please do feel free to contact the manager via telephone.

Date of Review	Changes Made	Signatures	Date of Next Review
16/01/15	Introduction of new policy	A. Ferguson	January 2016
19/04/2016	None	A. Ferguson	April 2017
05/05/2017	None	A. Ferguson	April 2018