

EMERGENCY CLOSURE

In the event of unforeseen circumstances including adverse weather conditions, it may be necessary to close the nursery without prior notice.

There may be occasions when, due to unforeseen circumstances, Woodroyd Nursery may be forced to close for a limited time.

Possible reasons for closure could be for a limited time:

- Weather - heavy snow, flooding etc. resulting in staff not being able to get in to work
- Outbreak of illness leading to not enough staff being able to maintain the staff ratio in nursery, structural problems with surrounding area resulting in nursery being unable to provide a safe and healthy environment for both children and staff
- Outbreaks of contagious disease leading to closure of nursery to stop cross-contamination, gas leak or power cut leading to lack of heat light to nursery setting

ADVERSE WEATHER

Adverse Weather - Parents

If heavy snowfall occurs before the start of nursery sessions, the Childcare Manager and staff will notify all parents and carers of a closure which may be needed, or alternatively, if parents or carers have any concerns they can speak to the Childcare Manager on the nursery mobile.

Should severe weather occurs during a session, the staff will contact parent/ carers by telephone and request they come and collect their child within the hour or as soon as possible. If parents cannot be reached then the emergency contacts from the registration form will be contacted. It is VITAL that correct numbers are kept up to date.

If severe weather continues, the manager will make an assessment based on local weather forecasts whether to close the setting for an extended period. Parents would be informed by staff of such extended closures by telephone. Staff are advised not to make the journey to the nursery if severe weather conditions make travel potentially hazardous.

If the setting can safely open in adverse weather conditions, a limited service may be offered due to limited staffing. It is important to remember that some members of staff have to travel considerable distances and may be advised not to make the journey to the nursery in severe weather conditions. The setting will endeavour to have as many staff as possible at the setting when this situation occurs.

The setting will work to ratios set out in Ofsted ratio criteria.

Parents who pay for their nursery fees will be credited for the session on the next invoice. If the setting closes during a session, no credit will apply. If the nursery can open and parents decide not to send their children, fees will still apply and will be payable.

We would advise all parents and carers to collect their children on time in adverse weather conditions and no later than 4pm. If nursery continues to stay open, a late session charge will be applied if parents and carers arrive late.