



Emergency Closure Policy

We will endeavor to provide care for your child for the days and times agreed as per our childcare contract. There may however be situations where unforeseen circumstances arise resulting in the necessary closure of our service. Such events may include:

- Illness. If we have an outbreak of a disease or illness causing many staff to be off, it may be necessary to close the setting to prevent the spread of infection.
- Loss of services; for example, gas, electricity, water or broken heating system. We may not be able to keep your child warm, provide them with cooked meals or have adequate washing and cooking facilities.
- Flood, fire or other emergency. Should such an incident happen during nursery hours, our emergency evacuation procedure shall be followed to ensure the safety of all children.
- Lock down in the event of a hostile situation e.g. bomb threat, intruder, or situation regarding police attendance. Please also see our Lock Down Policy.
- Adverse weather where access to the nursery becomes difficult and the transportation of children dangerous.
- Medical emergency causing reduced ratios making it unsafe to remain open.

We will advise parents as soon as possible if we are unable to provide a service and will contact you immediately to collect your child.

In the event of an evacuation we will ask you to collect your child from The Industrial Estate car park to prevent danger to families and for accessible collection to our evacuation area. If we need to close unexpectedly, we will put a message on the nursery management app (Family) and call parents individually to advise them to collect their child immediately from The Industrial Estate car park or the nursery depending on the situation.

Should a circumstance or emergency arise where you require care for your child out of our contracted hours, please contact us as soon as possible to allow us to arrange staffing. Please note we are unable to have children before 7.45am or after 6.15pm due to insurance purposes.

Please note this policy is in conjunction with our Adverse Weather policy and Fire Safety/Emergency Evacuation Policy.

Date of policy: March 2019
Signed by: Nursery Manager