

Mrs Bonds Village Nursery

Emergency closure policy

As we are dedicated to providing the highest possible standard of care and safety at Mrs Bonds Village Nursery there may be limited occasions where nursery has to undergo emergency closure or partial closure.

These occasions may include:

- A breakdown of essential services for example: heating failure, loss of water supply or loss of electricity - lighting.
- Severe weather conditions
- An illness epidemic

In the event of a breakdown of essential services or severe weather conditions the following procedure will apply:

- Closure prior to the operation of services

In the event that nursery is unable to open during adverse weather, we will endeavour to ensure that a recorded message is operating on the nursery answering machine and a message is posted on the home page of our web site for your information. In circumstances where the nursery is unable to notify parents/carers of our closure through the nursery recorded message, please assume that where direct contact cannot be made, the nursery is closed. If you are in any doubt as to whether the nursery is open, please ensure that you contact us prior to your journey.

- Procedure for the entry of children during adverse weather

The nursery will endeavour to operate services where possible throughout times of adverse weather. Children will be admitted to nursery in accordance with staff: child ratio's. In the event that staffing levels are reduced, the nursery will only admit children in accordance with staff: child ratio's for each age range and once the maximum number of children is reached, admittance will be restricted. You may remain onsite during this period until normal operating ratio's are met.

- Closure during the operation of services

The nursery management team will attempt to contact all parents/carers of the children in attendance at nursery on that day and request that their child be collected as soon as possible. If contact cannot be made with the parents/carers, the emergency contacts and persons authorised to collect on the Collection of Children Form and Emergency Contacts Form will then be telephoned. If contact is made, the child may be released to an authorised person (following the Collection of Children Policy). The nursery will not allow the collection of a child by an unauthorised person. If contact cannot be made messages will be left on answer phones informing of the situation and requesting a prompt response. We will endeavour to keep parents informed of the ongoing situation. Parents are requested to contact nursery to ensure that it has re-opened before bringing their child the following day. A recorded message will be left on the nursery answer phone and on our web site.

- In the event of an illness epidemic

The nursery management team will attempt to contact all parents/carers of the children in attendance at nursery on that day and request that their child be collected as soon as

possible. If contact can not be made with the parents/carers, the emergency contacts and persons authorised to collect on the Collection of Children Form and Emergency Contacts Form will then be telephoned. If contact is made, the child may be released to an authorised person (following the Collection of Children Policy). The nursery will not allow the collection of a child by an unauthorised person. If contact can not be made messages will be left on answer phones informing of the situation and requesting a prompt response. Full details of the epidemic will be given and advice on any action required. The Nursery Manager will inform Ofsted and the Health Protection Agency if they have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulation 1988. We will endeavour to keep parents informed of the ongoing situation. Parents are requested to contact nursery to ensure that it has re-opened before bringing their child the following day. A recorded message will be left on the nursery answer phone and on our web site.

- In all situations

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

PLEASE NOTE, ALL EMERGENCY CLOSURES ARE PAYABLE IN FULL – NO REFUNDS WILL BE GIVEN.

This policy was reviewed by Mrs Bonds village nursery on 02/10/2023