

**Emergency Closure of Nursery Policy**

**Reviewed August 2022**

In some unforeseen circumstances it may be necessary to close or partially close the nursery, it is important that you are familiar with the following procedures and keep the nursery up to date with any changes in mobile and telephone numbers kept on file.

Reasons for closure:

* Breakdown of essential services e.g. heating failure, loss of water supply.
* Severe weather conditions e.g. Snow, flood.
* Illness epidemic.
* Act of terrorism.
* Strike.
* Fire
* Health and safety issues.
* Insufficient numbers of staff.
* Anything else the Nursery Management deem as an emergency.
* The Government shutting us down due to an outbreak if illness, epidemic, pandemic or any other reason

Procedure to follow:

* As far as possible, parents will be contacted by telephone/ famly portal and asked to collect their child/children.
* Where the nursery has been closed due to heating failure, loss of water supply or where the nursery has an illness epidemic, please ensure that the nursery has re-opened by, Famly app, facebook page, Instagram page before bringing your child the following day. We will try to keep parents informed of the ongoing situation. You may call the nursery on 02476444776.
* In cases of severe weather conditions, if the weather deteriorates during the day, you may be asked to collect your child/children early.
* In case off an illness epidemic etc, we will have to close the nursery and do a deep clean.
* If we close overnight, we will make contact by message from the Famly app/Facebook page and Instagram as early as possible either by 10.00 pm that evening or after 6.00 am the following morning. Please ensure that the nursery is open by calling The Manager on 07525722517 before bringing your child or checking on our Cherry Tree Nurseries Facebook page, Instagram or the Famly app.
* Inform Insurance company, OFSTED, local authority and any other person who needs to be notified

**In the event of any emergency closures**

* The Insurance companies are NOT covering nurseries for any Coronavirus related closures. In the event of a closure, in order to protect the nursery and continue to pay our staff we will continue to charge as normal. We expect most employers will do the same
* Where our insurance covers us for business interruption and we close the nursery without liability to you and we will not charge you for the fees for the period the nursery is closed.
* 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. However, we will endeavour to have as many staff as possible at the nursery when this situation occurs.
* Inadequate cover will result in children being turned away after our ratio of staff to children has been filled. We will prioritise front line workers such as doctors, nurses, fire fighters, police, teachers, carers etc, then parents who go to work.

**To be reviewed August 2023**

**Useful Numbers**

**Nursery Number:** 02476444776

**Nursery Manager:** Harvey Kalsi - Mobile 07525722517

**OFSTED:** 0300 123 1231

**CQRA:** Dawne Collins 024 76975 451