

Emergency Closure Policy

Continuity of service for children attending the nursery is of paramount importance to us.

However on rare occasions due to one of the following it may be necessary to close the nursery:

- **Adverse weather conditions**
- **An outbreak of a virus or infection**
- **Unforeseen circumstances making the building unsuitable or not safe for use**

If any of these – or any other situations which could cause users to be at risk occur we may have to take the decision to close the nursery.

If a situation arises overnight, a decision to close the nursery will be made as soon as possible by the Children's Centre Manager or Deputy Children's Centre Manager if the Manager is not available.

In the event of a closure, parents/carers will be telephoned/texted by a member of staff (wherever possible). Therefore it is important to ensure the nursery has your correct contact details if we need to contact you.

Staff will endeavour to make every effort to get into work however at times this may not be possible. Children will only be accepted by staff if the correct adult/child ratio can be maintained.

In the event that something happens which gives you cause for concern – for example bad weather - please do one of the following:

- If you have access to the Internet, look on the North Halifax Partnership website home page www.surestartchildrenscentresnhp.org.uk or visit our facebook page. If you become a 'friend' via facebook you will be kept informed when the page is updated.
- Ring your Children's Centre before commencing your journey to ensure staff have arrived and that the nursery is open.

Should an emergency situation occur throughout the day whilst children are in nursery, staff will contact parents/carers as soon as possible if the decision is taken to close the nursery. Therefore, parents are asked to keep the nursery informed of any changes to telephone numbers and or addresses and emergency contacts.

If only one centre is affected, we will, where possible make back up plans with another centre and keep you informed of this.

All centres have in place a plan for what to do if they have to evacuate in an emergency and where children will be taken if needed.

No charge is made for day care places when the centre is not able to open for the day.