



Emergency Closure Policy

It is the responsibility of the management of Little Star Nursery to ensure the continued safety and well being of all children, staff and families and to this effect we at times will have to consider taking emergency closure action.

Certain situations, such as the failure of essential services (e.g. heating or water systems), building damage, fire outbreak, severe weather conditions, or an illness epidemic may occasionally make it necessary for our centre or settings to close to ensure the safety of all.

In making the decision as to closure the management will take the following into consideration:

- Direction of the local or national government in accordance with guidelines
- The safety of our staff and children in transportation to and from the setting
- The safety and well being of all staff and children whilst at the setting
- Advice of emergency services

Once any decision is made, parents will be informed in the following manner:

Fire evacuation or any other emergency evacuation whilst the nursery is in operation

In the event of any evacuation our relevant policies and procedures will be followed.

- A register containing the children's contact details will be taken out of the building with the staff members, along with a mobile phone.
- In the event that we cannot return to the building, parents will be contacted to collect their children at their earliest convenience.
- Whilst waiting for collection the children will remain with the staff in a safe place.

In the event of a planned closure (eg extreme weather conditions)

- Parents will be notified at the earliest convenience, both via a memo via Tapestry and an announcement will be placed on the nursery Facebook page.

- You will be updated as to re opening

Closure due to an illness epidemic

- We will follow the advice given to us by Public Health England and according to relevant risk assessments in place.
- Parents will be notified by phone/ e mail and updated as to when the nursery will re open.

Payment of fees during forced emergency closure

For any lost days due to absence forced by the nursery's decision for emergency closure, you will be given the option as to have extra sessions (where available) to compensate for days unattended or fees will be reimbursed against the following month's invoice.

In all other circumstances payment of fees will apply as per contracts.

Policy reviewed October 2024