



Emergency Closure Policy

At ACE we have a very committed team of staff, but, on the rare occasion, we may not be able to open the Nurseries due to unforeseen circumstances.

The decision to close the nurseries would be made in the case of any Health and Safety issues, as the children and staff's safety is our top priority.

The Headteacher/Manager will make the decision to close the nurseries in the event of, for example:

- Fire
- Flood
- No water supply
- No heating
- Adverse weather conditions

If any of the above or similar should happen we will telephone, email or place a notice under the 'news' section of our website (www.ace-nursery-school.org.uk) This will be done as soon as possible to give parents/carers the opportunity to make alternative arrangements. And we will keep you informed of the situation on a daily basis.

Snow Closure

Snow is usually forecast and in these circumstances the Headteacher and Day Nursery Manager will discuss possible alterations to opening/closing times. A number of ACE's staff live outside the city centre which will greatly impact the safe running of the nurseries should they be unable to get to work. We take the view that if we cannot guarantee the safety of the children due to insufficient trained staff, who know the routines and the children being left in their care, we will close the nurseries. Should this difficult decision be made, parents/carers will be given as much notice possible.

- If snow falls heavily during the day we will contact parents/carers requesting they collect their children early (at a time to be decided).
- Parents/carers unable to collect early: those children will remain at the nursery with the members of staff who live within walking/cycling distance of the nursery until their usual collection time.

If snow falls overnight the Headteacher and Day Nursery Manager will discuss feasibility of getting to work themselves, as they both live outside the city. If they decide that is not possible, the nurseries will close and an email will be sent to all parents/carers before 7am notifying everyone of the decision. We will also place a notice on our website: www.ace-nursery-school.org.uk. Further emails will be sent to parents/carers to keep them updated as the day progresses.

- If you wake up to snow please check your emails!

Any emergency closures made during the year will unfortunately not be re-fundable as per our fees policy.

Policy adopted: Spring term 2018

Review date: Spring term 2019

Signed: *Lisa Tuohy*

Position: Headteacher

Signed: *Sarah Piotrowski*

Position: Day Nursery Manager