



Emergency Closure

ACE has very committed staff however; there might be a rare occasion when we are not able to open the nurseries due to unforeseen circumstances. The decision to temporarily close would be made if there was a risk to health, or safety issues. The Headteacher and 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 – either snow or heat wave conditions
- Public health outbreak

If any of the above (or similar) should occur we will email parents/carers and give as much notice as possible to enable families to make alternative arrangements. Parents/carers will be kept informed as the situation unfolds.

Snow Closure

Snow is usually forecast and in these circumstances, the Headteacher and Day Nursery Manager discuss possible alterations to opening/closing times. A number of staff live outside the city centre and if the weather means a number of them are unable to get in to work it would greatly impact the running of the nurseries. We take the view that if we cannot guarantee the safety of the children due to insufficient trained staff being on the premises, we will close. Should this difficult decision be made, parents/carers will be given as much notice as possible, communicated in the same way as above – via email.

- If snow falls heavily during the day, we may contact parents/carers requesting they collect their children early (at a time to be decided).
- For parents/carers unable to collect their children early: those children will remain at the nursery with the members of staff who live within walking/cycling distance of the nursery until they can be collected – in line with our safeguarding procedure, a minimum of two members of staff will be on the premises at all times any children are in the building.
- If snow falls overnight, please check your emails before setting off to drop your children to nursery, in case a snow closure day has been decided upon.

Heat wave closure:

Our aim is to keep the nursery open during the warmer summer days and we have a 'sun protection policy' which outlines the precautions we take to help keep everyone safe. However, if a heat wave is forecast where the temperature is expected to rise considerably and we do not feel it would be in the best interests of the staff or children to be at the nursery, we will close. Parents/carers will be contacted giving as much notice as possible. On hot days when we haven't decided to close, parents/carers may wish to reduce the time the children are in the nursery and we would ask them to keep us informed of their plans.

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

Policy adopted: January 2023

Signed: *Lisa Tuohy*

Signed: *Hanna Ochalik-Baca*

Review due: Spring 2024

Position: Headteacher

Position: Day Nursery Manager