Tots 2 Toddlers

Setting Undergoing Temporary Closure

Purpose of Policy:

The nursery strives to ensure the safety for children and smooth running of the nursery at all times and in all circumstances.

Policy:

* Under the following circumstances, which is inclusive but not exhaustive, the nursery may need to undergo a temporary closure for what ever period of time necessary:

1. Severe weather / snow,
2. Damage or theft to the setting,
3. Outbreak of infection or disease,
4. Pandemic,
5. Leaks; gas or water.

* If the nursery is to be closed, a phone call will be made to every parent / carer as soon as the decision is made, to ensure the message is received. Followed by an email confirming the full situation.
* Within this phone call and email an estimated period for closure will be given and reassurance of frequent communication until the situation has been rectified.
* Should the closure be due to sever weather, ahead of time warnings will be given in the above manor.
* Please ensure that you keep nursery informed of any change in telephone numbers and address.
* If we have no other choice but to close the nursery, please be aware parents / carers will still be charged for their child’s previously booked sessions to ensure the nursery’s running costs are protected.
* Dependant on the nature of the nursery’s closure, arrangements may be made under particular circumstances and managers discretion.

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| Review Date: | Signed: | Next Review Due: |
| 30/06/2021 | H Waller | 30/06/2022 |