**Emergency closure / Adverse Weather Policy**

**In the event of unforeseen circumstances including adverse weather conditions, it may be necessary to close the Nursery without prior notice.**

**Bad Weather**

In the event of heavy snowfall, which would make it hazardous for both Parents/Carers and Staff to travel, the Director (Judy Cunningham) General Manager (Chelsea Cunningham) and Deputy Manager (Hannah Parker) will make the decision to close the Nursery.

If you wake up to heavy snowfall or heavy snowfall occurs before the start of Nursery at 7.30am, the General Manager and Deputy Manager will notify you by Tapestry, Baby Bears Day Care Website, and our social media platforms.

We will make every effort to keep the nursery open in adverse weather and to cause as little disruption as possible. Should severe weather occur during Nursery opening hours the General Manager and Deputy Manager will phone all Parents/Carers and request they come and collect their child/ren within the hour or as soon as feasibly possible, If Parents/Carers cannot be reached then the emergency contacts for the children shall be contacted. It is vital that the correct numbers are up to date.

All staff at Baby Bears Day Care are expected to attempt to get to work, regardless of how they normally travel to the nursery. However, in cases of very extreme weather conditions the nursery may not be able to operate to its usual opening times. Any decisions will be made by the General Manager and Deputy Manager in conjunction with the Director and will take into account the safety of the children, their parents/carers and the staff.

We will keep in line with Ofsted requirements for ratios.

**Other reasons for Emergency closure**

Should there be a need to close the Nursery prior to opening at 7.30am (due to unforeseen circumstances) the General Manager and Deputy Manager in conjunction with the Director will notify Parents/Carers by Tapestry, Baby Bears Day Care Website and our social media platforms. We shall advise Parents/Carers of the closure and give an idea of when the Nursery is due to be reopen.

In the case of an emergency closure during Nursery opening hours all staff will ensure the complete safety of the children following our evacuation procedure either in the car park behind the Nursery or at the Seedlings Children Centre, Singleton Drive, Grange Farm MK8 0PZ. Tel 01908 503736. The General Manager and Deputy Manager will telephone all the Parents/Carers and request they come and collect their child/ren within the hour. If Parents/Carers cannot be reached, then the emergency contacts for the children shall be contacted.

In the case of an outbreak of a contagious disease leading to the closure of the Nursery to stop cross contamination, the child/ren will be taken to another room and Parents/Carers called to pick them up immediately. A member of staff will remain with the infected child/ren until they are collected. If we have reason to believe that any child/ren are suffering from a notifiable disease we would inform Ofsted and act on any advice given by (PHE) Public Heath England.

In the case of an exceptional circumstances where events may trigger the closure of the Nursery which is out of our control (including, this list is not exhaustive, “Acts of God”, fire, water, terrorism acts, strikes or other industrial action, infectious diseases, or epidemics/pandemics)

Baby Bears Day Care shall not issue any refunds if the Nursery is forced to close.