

Emergency closure policy and procedure

In the event of an emergency and the nursery cannot open parents and staff will be informed as soon as possible. A text message will be sent to all primary contacts for children with an expectation of a reply to acknowledge receipt of the information. If we do not receive a reply we will call parents to give verbal information regarding the closure.

We will also put a message on our website, <http://www.littlepawsnursery.com/> our parents Facebook page:

<https://www.facebook.com/groups/littlepawsnursery/?ref=bookmarks> and on our promotional Facebook page: <https://www.facebook.com/littlepawsnursery/>

Little Paws Nursery will not open for instance if there is no electricity, heating or running water in the building, or if there has been substantial vandalism to the building which would prevent us being able to offer a safe environment for the staff, children or parents attending.

In the event of snow, we will base our decision on the amount of snow and the ability of staff and families being able to safely travel to and from work and will endeavour to inform parents and staff as early as possible.

In the event of any emergency closure we do not expect parents to pay for any sessions their child cannot attend because we are not open.

Staff will be paid their normal working hours if they are unable to attend work due to the building being unable to open.

If we offer hours to work and staff decide not to attend, then pay will not be given.

All staff will receive a phone call from the owner Kate Pickles with information of the closure and expected re-opening dates. In the event of vandalism staff may be asked to attend their normal working hours to support the nursery being ready to open again as soon as possible.

Manager signature.....

Date February 2017

Review date: February 2018