



Emergency Closure Policy

Buckles and Bows would implement Emergency Closure in the event of extreme circumstances e.g.

- Weather Conditions
- Fire damage
- Flu pandemic
- High levels of sickness amongst staff and children
- No heating or water in the building

Where it is deemed that the nursery will close due to unforeseen circumstances, which may adversely affect the potential health, safety or welfare of our children, parents should follow the following procedure:

If there is any doubt in a parent's mind whether the nursery may be closed, they should follow the procedure below:

- Check the website www.bucklesandbows.org.uk where it will advise if nursery is open or closed. Also, please check the Buckles and Bows group on Facebook.
- Look at your what's app messages and e-mail, as information will be sent by 8am as to whether the nursery will be open that day.

Should you still be unclear as to whether the nursery will be open, you should contact the Administrator, Louise Gough after 8am before setting out on: 07596 936341 or admin@bucklesandbows.org.uk

In times of bad weather, please check your e-mail account regularly for updates and information of when the nursery will re-open.

If your personal details change at any time after completing your registration form, please ensure you update the Administrator so the nursery always holds up-to-date contact information for you. This is your responsibility.



If Emergency Closure is needed whilst a session is taking place then the "Evacuation Procedure" as set out in the fire policy, would be followed and all the parents would be informed accordingly.

Re-opening after an Emergency Closure

Parents will receive an e-mail from the administrator notifying them when the Pre-School will be reopened. Staff will receive a phone call from the Manager.

The nursery staff will continue to be paid in these circumstances and therefore no refunds will be given on paid sessions.

Signed on behalf of the Pre-School _____ *M. O'Connell* _____

Position within the group _____ CHAIRPERSON _____

Latest Review Date _____ 22/11/2023 _____