

Policy

The Howard Nursery School reserves the right to close due to factors beyond our control e.g. Act of God, fire or extreme weather conditions such as, but not limited to, snow or any other cause beyond our reasonable control.

The Emergency Closure Policy and Procedure is communicated to others by the following:

- Staff, Students, Agency Staff and Volunteers – employment/induction process
- Parents/carers – parents are able to freely access this policy with the Manager/Deputy Manager and in the front office
- Outside agencies – able to access the policy freely when visiting /upon request

Procedure

Procedure for Closing, Remaining Open and Re-Opening

It is the decision of the Nominated Person and the Manager to close the setting unless otherwise advised to by the government. The setting would close immediately if advised to by the government.

We would decide to close the setting as a result of the following circumstances:

- Staff ratios became unsafe.
- 50% of the children on the register were absent.
- Local schools and pre-schools have closed.
- Limited or no access to the building.
- Insufficient heating/lighting in the building.
- Children's immediate family is affected by a pandemic.

In the event that we decided or were advised to close during or before a session parents/carers would be informed by:

- Telephone.
- Answer phone message.
- Text Message.
- Email.
- Notice on the front door.
- Message on the website <http://www.thehowardnursery.org>

When informing parents/carers that we are remaining open or able to re-open the methods above of communication will remain the same. It is the role of the Nominated Person and Manager/Deputy Manager to inform all parents/carers and to ensure they receive the same message.

Staff members, students, agency staff and volunteers will be informed by telephone/text message in the event of our closure or re-opening.

In the event that we decide to close the setting it would be the role of the Nominated Person to inform Ofsted, Surrey's Early Years and Childcare service and notify our insurance company immediately. This would also apply if we were to re-open.

Emergency Closure Policy and Procedure

If we have to cancel staff training because a staff member is unable to get to the training workshop or is required to be at the setting, we will contact the Early Years Training Team the day before or on the day of the training.

Contractual Arrangements

Parent/Carers contract:

Each parent/carer is asked to read and sign a copy of our Terms and Conditions as part of our admission process.

If we decide to close or are advised to close our setting, children who receive the Early Years free entitlement funding and FEET funding will not be affected. However funding may be stopped if the government feels the setting is closed unnecessarily.

2 year olds and children not yet eligible for the Early Years free entitlement funding or FFET funding will not be expected to pay Nursery School fees in the event of a long-term closure. A long-term closure is any closure over 5 working days.

If parents/carers choose to keep their child at home even if our setting remains open in adverse/bad weather conditions or during a pandemic they will be expected to pay Nursery School fees as normal.

Staff Contracts:

Members of staff are asked to read and sign a contract as part of our induction process. There will be no changes to a member of staff pay entitlements in the event of our closure.

Staffing, Students, Agency Staff and Volunteers

During a pandemic, members of staff still able to work, though the building has closed due to advisement or circumstances will be asked to carry out others duties as appropriate.