Emergency Closure Policy

We endeavour to provide continuity of our services however on rare occasions it may be necessary to close the nursery either fully or on a partial closure basis.

This may be due to a range of reasons including:

- **Adverse weather conditions**
- **An outbreak of a virus or infection**
- **Unforeseen circumstances including the building unsuitable or not safe for use**

If a situation arises overnight, a decision to close the nursery either on a full or partial basis will be made as soon as possible by the CEO, Children and Families Programme Manager or Area Day Care Manager.

Decisions on nursery opening and places available will be made locally dependent on individual nursery circumstances and local conditions by the individual Nursery Manager or Area Day Care Manager.

In the event where a decision is made to either fully close or partially close nursery places parents/carers will be telephoned/texted/messaged via Family app by a member of staff. Therefore, it is important to ensure the nursery has your correct contact details if we need to contact you.

In the event of adverse weather conditions staff will endeavour to make every effort to get into work, however at times, due to staff travelling distances this may not be possible.

Under these circumstances children will only be accepted into nursery by staff if sufficient staff are on site to ensure the health and safety of both staff and service users on the site can be maintained and the correct adult/child ratio in the nursery can also be maintained.

We strongly advise in the event that something happens which gives you cause for concern – for example **bad weather** – please contact the nursery before you set off to check conditions and confirm whether the nursery is fully open or whether there are restrictions on numbers of places open at that present time.

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You can do this by:

- Contacting the nursery directly by telephone

- If you have access to the Internet, look on the North Halifax Partnership website home page North Halifax Partnership – A better future for all generations or visit our NHP Facebook page. If you become a 'friend' via facebook you will be kept informed when the page is updated.
- Checking individual Family Hub and Nursery Facebook pages
- Checking the Famly app

We will endeavour to keep parent/s carers informed by:

- Where possible contacting parents/carers by telephone

- Updating our individual nursery information on Facebook and the website on a regular basis

- Message via Family app

Please be aware there may be information on Facebook and the website for a number of North Halifax Partnership nurseries across a number of locations in Calderdale. Please ensure you check the correct information for your particular nursery.

If in doubt we strongly advise you to contact your individual nursery for updated information.

Should an emergency situation occur during the day whilst children are in nursery, staff will contact parents/carers as soon as possible if the decision is taken to close the nursery. Therefore, parents are asked to keep the nursery informed of any changes to telephone numbers and or addresses and emergency contacts.

All nurseries have in place a plan for what they must do if they have to evacuate in an emergency and where children will be taken if needed.

- No charge is made for day care places where the decision has been made to partially or fully close nursery places. Invoices will be adjusted accordingly the following month.

- There will be no exchange of Early Education Funded Places on any day or part thereof where the nursery has to fully or partially close due to emergency circumstances.