



Kiddie Kapers Nursery & Little Rays Day Nursery



Emergency Closure Procedure

Policy

Kiddie Kapers and Little Rays seeks to maintain a consistent service for all children at the setting. The following reasons could cause the emergency closure of the preschool:

- The children's safety is at risk due to failings in the facilities (eg. Heating, water damage, gas leak etc)
- The weather conditions constitute a danger to traveling to and fro the setting; a daily view will be taken into consideration.
- There are insufficient practitioners to maintain the required adult /child ratios to ensure children's safety

Procedure

Any or similar situation stated above may cause the emergency closure procedure. The decision to close the nursery is taken by consultation between the Nursery Manager and the Business Manager. In the absence of the Business Manager, the Nursery Manager is authorised to make the decision and then inform the Business Manager as soon as possible.

If the decision is made before the start of the day the notification process will be:

- The Nursery Manager or Deputy will contact the other employees and the parents of the children who are due to attend on that date.

If the decision is made during a session, the notification process will be: The Nursery Manager or Deputy will

- Inform the employees present
- Contact the parents of the children who are currently in attendance requesting that they are collected as soon as possible.
- Contact the parents of children who are due to attend later that same day/week to inform them of the closure.
- Practitioners will remain until the last child has been collected.
- If a child is not collected, this will be dealt with in accordance with the "Collection and Non Collection Procedure".