Setting Closure

Policy

(2025–2026)

Setting Closure Policy

Nursery Closure Policy (e.g., due to Extreme Weather or Emergencies)

1. Purpose

This policy outlines the circumstances and procedures for the closure of Little Wonders Nursery due to extreme weather, emergencies, or unforeseen events. The safety of children and staff is our top priority, and this policy ensures that closures are handled with transparency and clear communication.

2. Scope

This policy applies to all children, parents, and staff at Little Wonders Nursery.

3. Reasons for Nursery Closure

The nursery may close due to the following circumstances:

- **Extreme Weather**: Snow, flooding, ice, or other weather conditions that make travel unsafe for children, parents, and staff.
- **Public Health Emergency**: A significant outbreak of illness (e.g., flu, pandemic) that impacts the nursery's ability to operate safely.
- **Emergency Situations**: Such as power failures, damage to the building, gas leaks, or any incident that may affect the health and safety of the children and staff.
- **Staffing Issues**: If a significant number of staff are unable to attend due to illness, emergencies, or other unforeseen circumstances, and adequate care cannot be provided.

4. Communication of Closure

- **Early Notification**: If the nursery needs to close, parents will be notified as soon as possible via text message, email, or phone call.
- **Closure During Operational Hours**: In the event of an emergency that necessitates closing during the day, parents will be contacted immediately to arrange for early collection.
- **Social Media and Website**: In cases of extreme weather or emergencies, updates regarding closures will be posted on the nursery's social media accounts and website.

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5. Impact on Fees

- **Full Day Closures**: If the nursery closes due to unforeseen events, parents will be notified in advance. If the closure affects a significant portion of the term, the nursery will consider making adjustments to the fees, such as offering credits or refunds.
- **Partial Closure (e.g., Shortened Day)**: If the nursery is forced to close early or operate reduced hours, no refunds will be issued unless specified under exceptional circumstances.

6. Reopening

- **Reopening Information**: The nursery will notify parents when it is safe to reopen, ensuring that the necessary conditions for health and safety are met.
- **Contingency Plans**: The nursery will work to develop contingency plans for essential services to minimise disruption, such as remote learning or emergency care if required.

7. Parental Responsibility

Parents are responsible for ensuring their child is collected promptly during emergency closures or if notified of any changes to normal operating hours.