



LITTLE FOOTSTEPS CHILDCARE

Emergency Closure Policy

Little Footsteps Childcare endeavours to be open from 7.30am – 6pm Monday- Friday 52 weeks per year. Should disruption be unavoidable, all involved will be kept informed at every step.

In the unlikely event that the nursery has to close this policy will come into effect.

An emergency / short notice closure will be implemented in the following, but not limited to, circumstances:

- Should the building be unusable following accidental or malicious damage
- Flooding
- Bad weather
- Breakdown of heating
- If building is unusable due to maintenance
- When an outbreak of illness requires closure to follow Health Protection Agency, Local Authority and Ofsted guidelines.
- When illness levels within the staff mean it is impossible to maintain ratios and safe care for the children.

Should this happen during an operations session, parents and carers will be contacted immediately, and children will be kept safe until they are collected.

Should the closure happen after the end of the session or is a planned closure, parents and carers will be emailed of the reasons and explaining the situation.

Should any of the above occur, fees will still be payable in full for the first 7 nursery days and regrettably will not be refunded. This is to ensure the financial security of the nursery. Enabling us to reopen when it is safe to do so. After this 7-day period fees will be heavily reduced or non-chargeable depending on the situation and the insurance result.

When it is clear for children to return to nursery we would again, email parents to share this information allowing them to resume their nursery place.