

Bambino Ltd

Emergency Closure Policy

Version	Date	Author	Comments
1.0	10/2010	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	15/11/2011	Scott Roberts / Jo Stainsby	Clarification on how parents will be informed when the nursery is about to close

Emergency Closure Policy

In the event of a breakdown of essential services (e.g. heating failure, loss of water supply), severe weather conditions or where the nursery has to close or partially close due to an illness epidemic, it is important that you are familiar with the following procedures: -

As far as possible, parents will be contacted by telephone and asked to collect their child/children or asked not to bring them in. The website will also be updated as soon as is possible.

Where the nursery has been closed due to heating failure, loss of water supply or where the nursery has an illness epidemic, please ensure that the nursery has reopened before bringing your child the following day. We will try to keep parents informed of the ongoing situation via telephone and the website.

In cases of severe weather conditions, if the weather deteriorates during the day, you may be asked to collect your child/children early.

If heavy snow falls overnight, please establish that the nursery is open before bringing your child.

Updates will be available via BBC Radio Northampton and Heart FM.

Please note - it is important to remember that some members of staff have to travel considerable distances and may be advised not to make the journey to the nursery in severe weather conditions. However, we will endeavour to have as many staff as possible at the nursery when this situation occurs.

Signed on behalf of the nursery	Print Name	Date