

STEPPING STONES NURSERY

EMERGENCY CLOSURE POLICY

Every effort is made to ensure that Stepping Stones Nursery School remains open for every session. Unfortunately, there are occasions such as adverse weather conditions that necessitate the school being closed.

Set out below are our procedures in dealing with any Emergency Closure:

Adverse Weather Conditions

Every effort will be made by staff to reach the school in adverse weather conditions.

Where staff have substantial distances to travel consideration will be given to the safety of these journeys.

If it is felt that it will be impossible or dangerous for staff to attempt their journey they must inform the Manager by 7.30am.

The decision to close the Nursery will be taken by the Manager if:

- It becomes clear that there are insufficient staff to ensure the Health and Safety of the children by maintaining child/staff ratios
- The adverse weather is forecast to deteriorate throughout the day
- The premises are not in a fit state to ensure the Health & Safety of the children or staff (ie footpaths and roadways are not cleared)

If the weather becomes a problem during opening times and it is anticipated that conditions will be too dangerous to travel later, parents will be contacted to come and collect their child early and a decision will be made to close the school

Sufficient staff will remain at the Nursery until all the children have been collected.

Any decision to close the Nursery at the start of the date will be notified to parents as follows:

- A notice will be placed on our website at www.stepping-nursery-milford.org.uk
- The local radio station 96.4 Eagle Radio will be informed using the relevant password of the decision and placed on their list of closures
- Parents will also be sent an email announcing any closures

In the event of the Nursery being closed, refunds will not be given. Parents will be offered another session providing sufficient spaces are available.

Advice will be sort from Surrey County Council regarding children funded through EYFE.

If the school remains open, parents will make their own decision as to whether or not it is safe to travel.

Stepping Stones Nursery will not insist that children attend just because the school is open for business.

Parents will not be given refunds if they make the decision not to attend but will be offered an alternative session when spaces are available.

Other Emergency Closures

The above procedures will also be followed in the event of other outside influences that may necessitate the closure of the school such as:

- Power failures/heating breakdowns in cold weather
- Significant staff sickness making staff to child ratios unobtainable

Every effort will be made to make sure that Stepping Stones Nursery School remains open at all times.