

Unforeseen Closure Policy

Whilst aiming to be open throughout the year, Monday to Friday, excepting Bank Holidays and the days between Christmas and New Year, it is possible that Babraham Nursery may need to close on grounds of health and safety of staff and children due to unforeseen circumstances. These include, but are not exclusive to, the following:

1. *Weather Conditions* - such as snow, flooding or exceptional high wind.
During these times the nursery management may be required to call parents/carers to collect their children early, or take the decision to keep the nursery closed during a normal working day. Such a decision will be taken if the weather conditions are deteriorating to such a level that either the police or the Institute Director deem it is not safe to travel or stay at work.
2. *Staff Illness*
Whilst every effort is made to call replacement staff in, Babraham Nursery cannot operate without the correct ratios of staff to children (please see base room seniors for ratios). Under these circumstances The Nursery will be closed.
3. *Utilities Breakdown*
If there is a sustained loss of electricity, gas or water Babraham Nursery will be closed. It is not possible to operate without these utilities.
4. *Reasons beyond our control* include:
Fire, acts of terrorism, epidemics, pandemics, spread of disease (human/animal).

Procedure

If Babraham Nursery is unable to open it is anticipated that you will be informed by telephone in the morning, before the session starts. If this is not possible a note explaining the closure will be displayed on the door and parents will be contacted via e-mail.

It is the responsibility of the parents to ensure that Babraham Nursery holds all up to date contact details to be used in such a situation.

In the unlikely event that Babraham Nursery is closed due to any of the above circumstances then fees will not be refunded.

This policy was adopted at the Nursery Management Committee meeting on 24/04/09 and the staff meeting on 28/04/09.

Signed on behalf of the Nursery:

Reviewed and updated: September 2014

Next review Date: September 2015