

Milkshake Montessori

EMERGENCY CLOSURE POLICY

Statement of intent

There are certain circumstances which could result in Milkshake Montessori having to be closed for a day or two.

Aim

We aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation.

In order to achieve this aim, we operate the following Emergency Closure policy:

BAD WEATHER

- Should we have heavy snowfall, which would make it hazardous for both staff and parents to travel, the Nursery will be closed.
- Initially the Owner, Manager and the Deputy will contact each other to decide whether it is safe to open or not. If not, they will contact all other staff members before to let them know.
- If the nursery is to be closed a message will be posted on the website.
- If a staff member has managed to come into the nursery they will place a notice on the entrance door informing all parents/carers of the closure.
- Should severe weather occur during a session the staff will contact parents/carers to come and collect their children.

HEATING BREAKDOWN/POWER CUT

- Should the heating system which is electrically operated breakdown the Supervisor will make a decision whether it is warm enough and safe to continue without it. Should it be too cold, parents/carers will be contacted to collect their children.
- Members of staff will remain with the children until all of them have been collected.
- Leaking pipe - flood.

As both of the above situations are beyond our control refunds for 'closed' or 'partial' sessions will not be given.

ANY OTHER NEED FOR EMERGENCY CLOSURE

- Should there be any other need for the Nursery to close. The following procedure will be followed:
 - If we need to close during a session, the Manager and staff will contact the parents/carers of children present and at least two members of staff will remain on the premises with the children until they have all been collected.
 - If we need to make the decision to close before a session has begun, the Manager will endeavour to contact the parents/carers of all children due to attend that day. If he/she was unable to make contact with all those parents/carers he/she will arrange for a representative to be at the premises at the time a session is due to begin (8am) to inform those remaining parents/carers.