

# The Blue Door Nursery



## Procedure to be followed in the event of an Emergency Nursery Closure

If there is any doubt in a parents mind about whether the nursery may be closed, they are asked to check the nursery website or Facebook page before setting out.

[www.bluedoornursery.co.uk](http://www.bluedoornursery.co.uk)

'The Blue Door Nursery'

Parents should tune radios into Heart on 103.5 & 102.4 FM. The nursery will notify this station in the event of an emergency closure. Its web site is [www.heart.co.uk/sussex](http://www.heart.co.uk/sussex)

If children are at nursery when an emergency closure is necessary we will notify parents / emergency contacts and remain with children until they are collected

In the event of adverse weather the nursery may open later than normal and close earlier than normal to allow staff to get to nursery and ensure the safety of the site, if this is the case the website will be updated and the radio station informed. Please telephone the nursery before setting out to confirm that we are open.

The following arrangements will be in place if we do have to close the nursery:

On the first day of closure, parents will be issued with a refund voucher for the session that was closed.

On the second day and subsequent days of closure, parents will be issued with a voucher for an extra session [this will have no monetary value]

If parents choose not to send their children to nursery but the nursery is open they will not be entitled to a voucher.

These arrangements are necessary as staff have to be paid if the nursery is closed but if there is no income from parents the nursery business is not sustainable

The Nursery staff have every intention of opening the nursery as long as the premises and the site can be made safe for children

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