**Busy Bodies Child Care Centre Ltd**

**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 due to an illness epidemic, it is important that you are familiar with the following procedures:

* As far as possible parents / carers will be contacted by telephone and asked to collect their children or if before 7am will be contacted by telephone to say we are closed.
* 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 re-opened before bring your child to Busy Bodies. We will try to keep parents / carers informed of the ongoing situation.
* In cases of severe weather conditions, if the weather deteriorates during the day you may be asked to come and collect your child.
* If heavy snow falls overnight please establish that the setting is open before bringing your child.
* If there is a breakdown of essential services during opening hours then we will keep your child safe at all times and will make our way to the Ludlow Mascall Centre.
* Busy Bodies has a Facebook page which will be updated regularly and will be updated as soon as the manager knows if the setting is opening or closing. We recommend that all parents / carers look at this page for news and updates.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ……………………………………………… Signed……………………………………………

Signed ……………………………………………… Signed……………………………………………

Signed ……………………………………………… Signed……………………………………………

Signed ……………………………………………… Signed……………………………………………