



## **Procedure in the Event of Nursery Closure**

There may be occasions where an unforeseen event occurs which necessitates the closure of Clyde Nursery Ltd outlet either on a temporary or a permanent basis.

In the event of it becoming necessary to close Clyde Nursery Ltd in an emergency or on a temporary basis the following actions will be taken:

- All parents and/or emergency contacts of each child will be contacted and fully informed of the nature of the problem and where their child/children can be accommodated.
- Every assistance will be given by Clyde Nursery Ltd staff to help parents/carers access alternative childcare in other childcare settings throughout the Local Authority area.
- All nursery users will be kept fully informed throughout the closure period of progress towards re-opening dates.
- We will always do our utmost to keep the nursery in operation and in event of closure will strive to have the service restored as soon as possible however in the unusual event of a nursery closure, fees would not be refundable.
- Where the closure is for a lengthy period a phased return to nursery may be necessary.
- Representatives of the Care Inspectorate and Argyll and Bute Council will be notified immediately of any closures.

Examples where closure on a temporary basis may be necessary would include, Global Pandemic, prolonged loss of heating, electricity failure,

flooding, failure of mains water supply, structural damage rendering the building unsafe etc.

In the event of it becoming necessary to close Clyde Nursery Ltd, on a permanent basis, the following actions will be taken:

- The Nursery Director will endeavour to give as much notice as possible of the closure to all staff and nursery users.
- All staff will be informed personally of the closure.
- All parents /carers will be contacted personally and informed of the nursery closure.
- Written information of possible alternative childcare in other local childcare settings will be supplied to parents, and as much assistance as possible will be afforded to nursery users to transfer.
- Children's personal property and any Company property relating directly to the children's education and learning stage will be returned timeously or made available for collection.
- Representatives of the Care Inspectorate and Argyll and Bute Council will be notified immediately of any closures.

Examples where closure on a permanent basis may be necessary would include cessation of business due to financial non-sustainability, Care Inspectorate Closure Notice being applied as a result of repeated failure to meet legislative requirements etc.

A copy of this policy is available to view in the Policy Folders held in the Nursery Office and Nursery Playrooms.

Reviewed: November 2024

Date of Next Review: November 2025