

# into the woods outdoor nursery

## Closure and session cancellation policy

### Nursery and Forest School Club closures

- Into The Woods (ITW) will close either or both nursery on any day if it is considered unsafe for the children to attend.
- The nursery will either fully close, part close (close to certain groups or certain children), or close the outdoor provision and operate indoors, depending on the circumstances.
- The head of nursery is responsible for making decisions regarding nursery closures, which will be based on a safety assessment, taking into account practical alternatives.

### Reasons for closure or cancellation of sessions

The main reasons for closure are:

- Extreme weather (see *Tree risk management policy* for weather specific conditions)
- Covid 19 – closing the nursery to certain groups or children due to contact with a confirmed case while at ITW (see *Operating plan/risk assessment for reopening of ITW during Covid pandemic*)

### Closing for weather – alternative indoor provision

For the Kenwood nursery and Forest School Club we have previously use the Dairy and will soon moving to the West Lodge as an alternative indoor space to be used in extreme weather conditions.

For the Highgate nursery and Forest School Club we have no regular indoor space at the moment to use days when we cannot go into the woods due to extreme weather.

The options we had last year are now reduced due to current Covid safety restrictions. We are working on securing an alternative space to use asap. If we can only secure a small space where one 'bubble' would be allowed, we would offer 'part day provision' and share it between the bubbles.

When we cannot find an alternative, we will close completely, meaning children cannot attend. This is our last resort and has only ever happened this term, previously we have never had to close the either nursery.

### Charges for closure days and cancelled sessions

- If we offer an alternative indoor provision or 'part day provision', standard charges apply – ie no refund or credit on account will be due or additional fees charged.
- If we cannot offer an alternative, we will credit each child's account with 50% of the fees charged at the standard (non-funded) rate for the sessions missed due to closure. If a child's session is funded via the Early Years entitlement (15/30 hour funding) we will credit those child accounts with 100% of the any parent contribution made for sessions missed due to closure.
- No refunds will be given by any other means.

- If ITW inform a parent that their child cannot attend because of a confirmed case of Covid-19 at the nursery (which has necessitated isolation for close contacts/ bubble) it will be considered that the nursery is closed to that child, and this policy applies.
- In cases when a child must not attend because they are isolating due to having symptoms or having contact with someone outside the nursery who had symptoms, standard charges apply – ie no refund or credit on account will be due.
- In all other cases, other than when the nursery has closed to all or certain children, standard charges apply and no refund or credit on account will be due for sessions missed.

#### Notice for closures and communicating with parents

ITW will endeavour to communicate information regarding closures quickly and clearly. We will always give as much detail as possible, and as much notice as possible prior to any closure.

However, parents should understand that it is not always possible to give much prior notice, and that often the decision to close will be made the day or even the night beforehand. This will often be unavoidable due to the reasons for closure.

Also, sometimes it is necessary to close the nursery mid-session. In this case, parents will be contacted and asked to collect their child as soon as possible. If ITW cannot reach a parent, emergency contacts will be contacted.

#### Policy review

Created: October 2020

Last review: October 2020

Last update: 18 March 2021

Next review: October 2022