

# Longacre Childcare

Ltd.



First Floor Office  
28a London Road  
Riverhead,  
Sevenoaks,  
Kent TN13 2DE

October 2015

Dear Parents

As we can never be sure what the weather will hold for us, we would like to remind parents of our extreme weather procedure.

Should weather conditions be such that we are unable to safely open the Nursery:

- Notifications will be posted on our website homepage, Facebook and Twitter.
- We would aim for Company Personnel to be on hand at the setting until **10am on days of closure** to answer telephone calls. We request that you would make such calls from 8am onwards in order to allow us enough time to adequately assess the situation.
- The Manager will have a list of all parents' contact telephone numbers and will do all she can to call you in rotation if, on arriving at the nursery, a decision is made that we are unable to open.
- Should extreme weather conditions set in that would make it hazardous for the Nursery to remain open, then the Manager will telephone to inform you that the Nursery will be closing early and therefore ask you to make arrangements to collect your child.

It is therefore **extremely** important that we have up to date contact numbers for both parents on which you can definitely be contacted during the day. In addition, we would respectfully request that you put in place contingency plans for the early collection of your child should you be unable to do this yourself.

Any decision made regarding closure of the setting is not taken lightly, however the safety of the children, their parents and the staff is always our paramount concern. Please be assured that we will always do everything in our power to continue our service but at times the prevailing weather conditions will prevent this from being possible.

Should you have any queries regarding this matter please do not hesitate to speak to your child's Nursery Manager.

Thank you for your co-operation

Joy Hobbs  
Operations Manager



Longacre Childcare



@LongacreOffice

E: longacrechildcare@ymail.com

T: 01732 451539

[www.longacre-childcare.co.uk](http://www.longacre-childcare.co.uk)

E: longacrechildcare@ymail.com

T: 01732 451539



A Member of the Montessori St  
Nicholas Schools Group

[www.longacre-childcare.co.uk](http://www.longacre-childcare.co.uk)

Company No: 4633593