

Bridport Staff Snow Plan- Updated 20th November 2020

- a) If you are unable to come into work during snowy weather, please call Kirsty Wheeler on 07584034075 ASAP or if after she is on shift for work call on 0345 88 88 123 opt 2. Should Kirsty not be available call Steph Pinkett on 07563134767.
- b) If you do not make it into work during snowy weather, you will not be paid for the day/days.
- c) If you are unable to make it to your usual working nursery, but you can make it to another Sunny Days Nursery please do so i.e. if you live in Bridport but are based at Dorchester, but unable to get to Dorchester but are able to get to Bridport Nursery this is fine. You will need to check they need you first by calling the numbers above.
- d) Bridport staff currently living in Bridport who will be able to make it in during snowy weather are **Kirsty, Steph, Lewis, Tracey, Sallyanne, Stephanie, Maddie, Wendy and Andrea**. If any more than the correct ratios of children arrive then entry will be refused, and you will need to make a note of this. If parents have their children booked in but are unable to get to the nursery they will still be charged at the full rate if the nursery remains open. **If your name is on the list, then please head to the nursery as soon as you can in the morning to open the nursery to accept children.**
- e) If Management are unable to make it to the nursery they will liaise with Julie and other senior staff via telephone. Julie to support decisions as and when appropriate as Operations Manager.
- f) Any decision to close the nursery early would be made by Management, Julie or Directors. Staff would need to contact parents of those children in nursery and advise if this occurs and ask them to collect their children should we close early.
- g) If it snows and we are concerned that roads will be closed, and buses stop running these staff will be sent home first: **Nadia (Waytown)**. Other staff would be sent home once these staff have gone and we are in the correct ratios, as directed by Management.
- h) Please remember in these weather conditions to take extreme care when coming to work and leaving. Please make sure that if you do drive you take extreme caution and drive slower than normal if comfortable. Please also ensure that you have fully charged battery on your mobile phones should you get into difficulty and need to call someone for assistance.

You all need to look after yourselves and keep people informed as to where you are.

Thanks for your help

Kirsty & Steph