

Dorchester Winter Weather Plan 2023- 2024

- 1) If you are unable to come into work due to flooding, extreme snow or ice, please call (before 7am):
 - a. On call phone system- 07818575881
 - b. Kirsty Wheeler on 07584034075
 - c. Alison Bristo on 07966234357
 - d. Richard Lynch on 07526434435
 - e. Call the nursery (after 7am) on 0345 88 88 123 Option 3.
- 2) If you do not make it into work during these times due to the weather conditions, you will not be paid for the day/s.
- 3) 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 and you are unable to get there, then we would like you to attempt to work at the Bridport branch).

You will need to check if they need you first by calling. The phone numbers and extensions are:

Bridport- 0345 88 88 123 Option 2
Dorchester- 0345 88 88 123 Option 3
Broadstone- 0345 88 88 123 Option 5
Honiton- 0345 88 88 123 Option 7

- 4) Dorchester staff currently living in Dorchester who will be able to make it in during these times are: **(See lists below)** If any more than the correct ratio of children arrive then their entry must be refused, and you will need to make a note of who they are and the reason they were not accepted into Sunny Days. 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 staff list of people who can make it into work, then please head to the nursery as soon as you can in the morning to open the nursery and to welcome families who still wish to use us.**
- 5) If Kirsty is unable to make it into the nursery, she will liaise with Aimee, Charlotte and Julie via telephone to make decisions.
- 6) Any decision to close the nursery early would be made by Management or HQ personnel. Staff must make it clear to parents when arriving that the nursery could close early, and they will be phoned and/or emailed to notify them and expected to collect their children promptly. Staff would need to contact parents if it is decided to close the nursery early and ask the parents to collect their children.
- 7) If it snows/floods and we are concerned that roads will be closed and buses will stop running, these staff will be sent home first **(See lists below of staff out of area, then Weymouth staff and so on)**
- 8) Please remember in these weather conditions to take extreme caution and care when coming to and from work. Allow time to defrost cars from ice and to clear snow off cars. Please make sure that if you do drive, you take extreme caution and drive slower than normal in any extreme weather conditions (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. Also wear correct clothes and footwear for the weather and bring spare clothes if needed. Ensure your car is well fuelled/charged for longer journeys than expected in case of road closures or diversions.
- 9) Parents and staff walking into inner carpark will need to be extra careful as it can become dangerous. Tony and/or other staff working will grit the pathways into the building for parents and staff to make a safe entrance in snow or ice weather.

Staff who live in Dorchester and can come to work:

Louise Terrell (L3)
Lucy Larkham (L3)
Shannon Ratcliffe (L3)
Ebony Waddilove (L3)
Jess Larder (UQ)
Shona Clarke (UQ)
Ellie Greenhill (UQ)
Sarah Halliwell (Kitchen)
Kevin Kelly (Kitchen)

These staff live on outskirts of Dorchester:

Delilah Chisholm (UQ)
Scarlett Dillon- White (UQ)
Primrose Harmer (UQ)
Katie Warren (UQ)

Weymouth staff:

Jessica Ruddick (L3)
Chloe Bailey (L2)
Ayisha Wiltshire (UQ)
Daniel Kelly (UQ)
Millie Skinner (General assistant)

Staff outside of the above areas:

Lauren Spencer (L3) - Portland
Melissa Foster (L3)- Bridport
Jade Shrive (L3)- Bridport
Tony Almond (Property)- Bridport
Kirsty Wheeler (L3)- Axminster
Rebecca Green (L3)- Wareham
Rich Lynch (L3)- Broadstone
Alison Bristo (L6)- Gillingham

You all need to look after yourselves and each other and keep people informed as to where you are - especially when travelling to and from the nursery.

Thank you for all your help and hard work in advance.

Kirsty