

This policy was adopted on	Signed on behalf of BASK	Date for next review
<i>3rd September 2023</i>	<i>Andy McEwing</i>	<i>September 2025</i>

BASK ADHOC Bookings Policy

At **BASK** we accept adhoc bookings when ratios allow.

An Adhoc is when a space is required as a one off to care for a child when a need arises or in an emergency last minute situation

- Adhoc bookings will be accepted where we have spaces to stay within ratio
- As much notice as possible is required for bookings
- Adhoc costs are charges at a rate slightly more expensive than a contract rate
- If a pre booked adhoc is cancelled it must be done within 12 hrs of the start date of the booking or full charges will apply.
- Adhocs will be charges for at the end of each month and must be paid for by return.