

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.

PAGE * MERGEFORMAT 8

PAGE * MERGEFORMAT 2

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 2026</i>