

## **Casual Hours Booking Policy**

### **Policy statement:**

Abington Annexe Community Childcare (AACC) endeavours to be as flexible as possible when serving the local community; part of this flexibility includes accommodating casual or late bookings wherever possible.

This commitment to be flexible however is accompanied by a robust governance policy that has been designed to ensure the safety of both children and staff (in terms of both environment and ratios) and is always paramount.

### **Casual bookings:**

All casual bookings can be made through the ipal system either by parent/carers or by ringing into the setting and speaking to a member of staff. On days where the club is already full there will be no spaces available for casual bookings.

The daily register will automatically be updated and the finance manager will receive an email so the setting will know a booking has been made.

### **ADOPTION AND ANNUAL REVIEW OF THE POLICY**

This policy was adopted at a meeting of: **Abington Community Out Of School Club (GAPS).**

Print Name: RUTH BEACH

Date: 10/10/2019

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
24/02/2020	R Beach		
25/05/2021	R Beach	25/05/2021	R Beach
11/05/2022	R Beach		
21/04/2023	E Turner	21/04/2023	E Turner