



## **OCCASIONAL USE PROCEDURE**

### **STATEMENT OF INTENT**

To give parents and carers flexibility in their childcare usage

### **AIM**

We aim to give parents the flexibility they require when arranging child care. To support parents with shift patterns, changes in working hours and social commitments we allow occasional use.

### **METHOD**

A request for occasional use can be made up to 24 hours in advance. The request can be verbally, by phone, email or note.

All requests for occasional use must be confirmed by the Manager.

If the child has not attended Kidsize Club Ltd. before a new enrolment form must be filled out and signed before the child attends. If the register for that week has already been printed they must be hand written onto the register.

Fees can be paid on the day of use or are paid in arrears and added onto the following months bill.

**Updated:** 14/07/2020 **By:** Jenna Millar

**Reviewed:** 25/09/2021 **By:** Jenna Millar

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