**Notice of Time Off**

Both you and I must give at least 2 weeks’ notice of any holidays or other events, if childcare will not be needed or cannot be provided. This does not include summer holiday or half term care which is to be paid in full upon agreements of hours for those children attending holiday only care.

**Cancellations**

If parents/carers wish to cancel their time off after notice has been given, I am under no obligation to provide childcare during this period, as I may have made arrangements which will mean this is not possible.

If I wish to cancel my time off, I can offer the childcare spaces to parents/carers, but they are not obliged to use them if they have made other arrangements and therefore will not be charged.

**Unplanned Events**

If something comes up, such as an appointment or last-minute event, which either party cannot give the correct notice for, we must inform one another as soon as possible.

I will always aim to arrange appointments outside working hours where possible. If this is not possible, I will book them at the beginning or end of a day (subject to availability), in order to cause the least disruption possible. If I take part of a day off, you will have a choice of either keeping your child off for the full day and making other childcare arrangements, or for them to attend for the rest of the time that I am available on that particular day.

**Fees**

If you take time off and do not need childcare, fees will be payable this is outlined in your contract.

In the event of an unavoidable appointment or event that means I am unable to look after your child, fees will not be payable.