**Busy Bodies Child Care Centre Ltd**

**Children of Staff Attending Busy Bodies Policy**

Sometimes a member of staff may be needed to come in to work during holiday club, or due to staff holiday or sickness. On these occasions the member of staff may need Busy Bodies to provide care for their own children. Whilst this is not an ideal situation we do understand that this is sometimes unavoidable. Busy Bodies has this policy in place for when a members of staff child’s attends Busy Bodies.

**Ensuring we have space and making a Manager aware**

It is essential to check that we have an available space on that day for the child to attend. If we do not have a space available then they will not be able to attend. We need to know that the child is going to attend and ensure this information is recorded in the diary at the earliest possible occasion. We will need to ensure a registration form has been filled out for the child attending.

**Payment**

All children who attend Busy Bodies will be charged and this includes the children of staff. Busy Bodies offers a staff discount of 20% for the children of staff to attend. Staff will be invoiced at the end of the month the same time as all the other parents/carers.

**Unpredicted / Emergency Situations**

Sometimes childminders, grandparents or the typical carer for a staff members child may need to cancel the care arrangements. Where possible we will always try to be accommodating and support staff if we can. All points on this policy are still maintained in regard to payment and registration forms.

**Exceptions to this policy**

Their may be some exceptions to this policy that arise unexpectedly. These occasions will be managed on a case by case basis and all decisions will be made by the owner and managers together.

Also due to the Purchase Agreement set out in the terms and conditions of the sale when James took over Busy Bodies there are some other exceptions to this policy involving family members.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

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