



## Walk In Fee

Dear Families,

This is to give you 4 weeks notification of a "Walk In" fee that we are introducing starting 11<sup>th</sup> June 2018.

We are finding it very difficult to manage when sometimes up to 14 children will walk into our venue in the mornings with no notice at all. We must urgently find extra staff which can be very difficult at 7.30am in the morning! It is also putting our ratios out in the afternoon when Supervisors start work at 2.30pm and see lots of texts/emails with extra bookings and again we must find more staff last minute.

You can still be a casual and not pay this though.... but 24 hours (over a working day) must be given of any booking to avoid this extra fee.

**If 24 hours' notice (over a working day) in writing via text or email is not given you will be charged a "Walk In" fee of \$10 per session/per family.**

This "Walk In" fee will apply to any before and after school bookings and holiday programme bookings.

We hope you can understand why there is a need to do this and we sincerely hope we don't have to ever charge this fee, as it is completely avoidable if you give us 24 hours' notice.

Thankyou

Rebecca Scott  
Manager/Owner