

## **Breaks Cancellation Policy** **“Fair For All Carers”**

This policy is in place to reduce the number of no shows to breaks, so that we can use our resources effectively and to ensure that every carer receiving support from the Carers' Centre has the opportunity to take some time out from caring.

If you need to cancel a break, please give us at least 3 working days' notice. We can then offer your place to another carer.

We appreciate cancellations are inevitable and at times last minute cancellations are unavoidable however if we do not receive notification a cancellation charge of £5.00 may apply in order to cover some of our costs.