



**Chess Valley  
Primary  
Learning  
Trust**

**Chess Valley Primary Learning Trust**

Registered address:

The Common, Rickmansworth Road,

Chorleywood, Herts, WD3 5SG

Company number **08240619**

**CHESS VALLEY CHILDCARE @SARRATT**

**After-School Club Contract & Booking Request/Changes Form**

The club will run from 3.15pm to 5.45pm each day during term time, excluding Inset days, school holidays, transition days and occasional days, which are published in our Term Dates and Key Dates information.

Our after-school club will be based on play - both inside & outside. There will be a range of games, activities & resources for the children to access including some quiet time if that is needed.

The cost for our After-School Club is £8.75 for session 1 plus £2.50 for tea, served within the first session. Session 2 is £7.25. The full after-school option would therefore be £18.50 for each day.

The club is available to all children attending our school. Please see the attached terms and conditions and the timetable for the allocation of places. Children in reception are brought to the club straight from their classroom between 3.00pm and 3.15pm.

Payment is made online through the Arbor Parentpay Portal/App. You will receive a termly invoice relating to your booking request and asked to pay in Full or in Monthly installments. If you wish to redeem your childcare vouchers, you must inform us of this at the beginning of the year.

<b>Children's Name:</b>	1. 2. 3. 4.
<b>Parent's Name:</b>	
<b>Telephone Number:</b> (in use after school)	
<b>Email address:</b>	

Please indicate how many places your family requires for After-School Club provision each day in the table below:

Day	Session 1 (inc. tea) 3.15pm – 4.30pm £11.25	Session 2 4.30pm – 5.45pm £7.25	After 5.45pm if viable on request
Monday			
Tuesday			
Wednesday			
Thursday			
Friday	Currently not viable due to low numbers but possible on request		

Bookings are made termly and require a half-termly notice period (6 weeks) for any cancellation.

Signature of parent: ..... Name of parent: .....

Date: ..... Date form received by office: ..... (office use only)

**Chess Valley Childcare @Sarratt Terms and Conditions (to be retained by parent)**

**Fees**

The fees for 2022-2023 are £8.75 for session 1 plus £2.50 for tea, served within the first session. Session 2 is £7.25. **The full after-school option would therefore be £18.50 for each day.**

**Terms and Conditions**

- Your child's place will be maintained on the days and times requested throughout the school year unless we are informed to the contrary.
- **Once the contract is signed and your booking has been confirmed you will be liable for any charges incurred for the first 4 weeks of term if you withdraw your child's admission to the school or cancel/reduce the hours booked prior to 1<sup>st</sup> September without giving the required notice.**
- All new applicants or changes to current arrangements must be made with the official booking request/changes form.
- **Places roll-over to the next term and academic year automatically. It is a parent/carer's responsibility to inform the school if you wish to cancel or amend your club place for the next academic year, within the notice period stated below. Without providing notice to the school a charge will be levied based on your historic booking until October half-term.**
- The days booked must remain the same on a consistent basis. Any changes must be notified in advance to Miss Presswell via [Finance@sarratt.herts.sch.uk](mailto:Finance@sarratt.herts.sch.uk)
- All new applicants or changes to current arrangements must be made with the official booking request/changes form.
- Allocations are made on a first-come, first-served basis.
- All invoices must be settled in full, by the end of the term of attendance at the club either in full or by monthly installments.
- **Termination of the agreed sessions must be received in writing by the end of each half-term that precedes the end of the term in which the place is no longer required.**
- Emergency ad hoc sessions are not available unless previously agreed in advance and subject to staffing.
- Only children registered for the Club are eligible for ad hoc sessions.
- If your child is unable to attend a session please inform Miss Presswell on the email shown above.
- No refunds are given for missing booked sessions due to illness or other reasons.
- **We will do our best to cater for all dietary needs, but in some cases where specialised food is required, we will request that parents provide this. Only in cases such as these, will the tea cost be reduced.**
- The Club only operates when the school is open. **If the school notifies parents/carers of a partial or full closure due to inclement weather, the Club will not be available.**
- The Trust reserves the right to withdraw the club provision should the number of children attending mean it is not viable to run.
- The Trust will review prices annually in April each year, taking into consideration any changes in operating costs & notify parents/carers accordingly in time for bookings the following September.

All booking enquiries should be directed to Miss Sarah Presswell in the school office. Contact for Miss Presswell tel: 01923 262003 email: [finance@sarratt.herts.sch.uk](mailto:finance@sarratt.herts.sch.uk)

**Booking Timetable**

Start date:	Autumn Term	Spring Term	Summer Term
Deadline for requests	01.07.2022	9.12.22	24.03.22
Deadline for cancellation	October half-term 2022	February half-term 2023	May half-term 2023