



Chess Valley Trust
A primary learning community

Chess Valley Primary Learning Trust

Registered address:
The Common, Rickmansworth Road,
Chorleywood, Herts, WD3 5SG
Company number **08240619**

CHESS VALLEY CHILDCARE @ SARRAT SCHOOL

After-School Club Contract & Booking Request/Changes Form 2024/25

The club will run from 3.15pm to 5.15pm Monday to Thursday, excluding Inset days, school holidays, transition days, development days and occasional days, which are published in our Term Dates and Key Dates information.

The cost for our After-School Club is £12.00. We will provide a Drink and light Snack (Fruit/Biscuit). You are more than welcome to send your child in with a packed lunch to eat.

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 will be brought to the club straight from their classroom at 3.15pm.

Payment is made online via Parentmail. You will receive a termly invoice relating to your booking request and asked to pay in full, half termly or in monthly installments in advance of childcare booked. If you wish to redeem your childcare vouchers, you must inform us of this at the beginning of the year.

Children's Name:	1. 2. 3. 4.
Parent's Name:	
Telephone Number:	
Email address:	

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

Day	3.15pm – 5.15pm
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	TBC

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)

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Chess Valley Childcare @Christ Church Terms and Conditions (to be retained by parent)

Fees

The fees for 2024-2025 are £12.00 Per Session

Fees will be invoiced termly and must be paid in advance of childcare received, either in full, half termly or monthly as per our payment dates outlined on our invoices. Fees are subject to annual review.

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 1st September without giving the required notice.**
- All new applicants or changes to current arrangements must be made with the official booking request/changes form.
- The days booked must remain the same on a consistent basis. Any changes must be notified in advance to Ms Western via 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 by the end of the term of attendance at the club using monthly installments or payment in full.
- Termination of the agreed sessions must be received in writing with six weeks' notice, or by the end of each half-term that precedes the end of the term in which the place is no longer required.**
- Ad hoc sessions are not guaranteed as will be 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 Ms Western on the email address above.
- No refunds are given for missing booked sessions due to illness or other reasons.
- 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 Clubs 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 Ms Christina Western in the school office.

Start date:	Autumn Term	Spring Term	Summer Term
Deadline for requests	15.07.2024	16.12.24	31.03.25
Deadline for cancellation	October half-term 2024	February half-term 2025	May half-term 2025

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