Chess Valley Primary Learning Trust
Registered address:
The Common, Rickmansworth Road,
Chorleywood, Herts, WD3 5SG

CHESS VALLEY CHILDCARE @CHRIST CHURCH

After-School Club Contract & Booking Request/Changes Form 2026/27

The club will run from 3.15pm to 6.15pm Monday to Thursday and until 5.15pm on Fridays during term time, excluding Inset days, school holidays, transition days and occasional days, which are published in our Term Dates and Key Dates information.

The cost for our After-School Club is £9.00 per hour* and £2.60 for high tea, served within the first hour.
**A family discount will be given off the hourly rate for families of two children or more. The first child will pay £9.00 and subsequent siblings at the reduced hourly rate of £8.50. The tea charge is not subject to the discount.*

The club is available to all children attending our school including the nursery. Please see the attached terms and conditions and the timetable for the allocation of places. Children in nursery and reception are brought to the club straight from their classroom between 3.00pm and 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 instalments 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 – 4.15pm including tea	4.15pm – 5.15pm	5.15pm – 6.15pm
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

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 2026-2027 are £9.00 per hour* plus £2.60 for high tea. **A family discount will be given off the hourly rate for families of two children or more. The first child will pay £9.00 and subsequent siblings at the reduced hourly rate of £8.50. The high tea charge is not subject to the discount.*

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 Mrs. Simm via childcare@chessvalleyplt.org.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.***
- 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 Mrs. Simm on the email or phone number 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 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 Mrs. Rachel Simm (Tuesday to Thursday) in the school office. Contact email: childcare@chessvalleyplt.org.uk

Booking Timetable

Start date:	Autumn Term	Spring Term	Summer Term
Deadline for requests	12.07.2026	11.12.2026	19.03.2027
Deadline for cancellation	October half-term 2026	February half-term 2027	May half-term 2027