CHRIST CHURCH CHORLEYWOOD
"What we nurture today, flourishes tomorrow"

Chess Valley Trust
A primary learning community

Nursery Extended Hours Contract (to be returned to school)

Booking Request/Changes Form
2026 - 2027

We operate extended hours for our nursery children. This consists of 3 hours of afternoon care per day or a 1-hour lunch club. The sessions run from 12.00pm to 3.00pm each day during term time, excluding Inset days, school holidays and occasional days, which will be published in our Term Dates and Key Dates information. On the final day of each school term only lunch club is available for booking. Please see the attached terms and conditions.

All parents are required to supply their child with a packed lunch for every booked session. **Please note NO NUTS or NUT-BASED food products are allowed in school at any time.**

If you wish to apply for a lunch club place only, please indicate this on the form below. Lunch club only places are offered once all the additional afternoon care has been allocated (as above).

Hours booked will automatically roll-over into the next term. Those who self-fund will be invoiced at the beginning of each term, with an option to pay in full, half-termly or monthly. **Payment must be made in advance of childcare booked**.

Child's Name:	
Parent Name:	
Telephone Number:	
Email address:	

Please tick all the days required for Nursery Extended Hours

Lunch Club Only: (12.00pm to 1.00pm)				
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Full Afternoon Extended Hours: (12.00pm to 3.00pm)				
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)*

Nursery Extended Hours Contract (to be retained by parent)

Aims of the Nursery Extended Hours
The afternoon childcare sessions run from 12.00pm to 3.00pm each day during term time, excluding Inset days, school holidays and occasional days, which will be published in our Term Dates and Key Dates information. **On the final day of each school term only lunch club is available for booking.**

Fees
The fees for 2026-2027 are £28.50 per afternoon (or £9.50 for lunchtime only). Fees will be invoiced termly and must be paid in full, half termly or monthly **in advance** of childcare booked. Fees are subject to annual review.

Terms and Conditions

- ***Parents/Carers who are eligible for the Government's Childcare Scheme must inform the school in advance of starting*** *if they wish to claim Nursery Extended Hours via this route.*
- *Parents/Carer's provide a packed (nut free) lunch each booked day.*
- *It is the parent/carer's responsibility to inform the school that they have registered and met the criteria for funding. Any shortfall between government funding and the cost of the Nursery Extended Hours must be met by the parent/carer.*
- *A child's place will be maintained on the days and times requested throughout the school year unless we are informed to the contrary.*
- ***Parents have until 3rd June 2026 to cancel or amend their booking without penalty. You must inform us in writing by this date.***
- ***After 3rd June 2026 you will be liable for any charges incurred for the first half-terms fees if you withdraw your child's admission to the school or cancel/reduce the hours booked prior to 1st September.***
- *All new applicants or changes to current arrangements must be made with the official booking request/changes form.*
- *All applications and changes will be considered for the following term.*
- *All invoices must be paid in full or instalments by the deadline once the offer of a place has been accepted. Payment is made via ParentMail Pay.*
- *If you wish to redeem your childcare vouchers for our nursery care, you must inform us of this at the beginning of the year, by contacting* ***finance1@christchurchschool.herts.sch.uk***
- ***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. (e.g start September, stop December means notice given October half-term).***
- *Emergency ad-hoc sessions are not available unless previously agreed in advance and subject to the required adult:child ratios.*
- *All parents must collect their child at 3.00pm unless staying for lunch only, which means pick up at 1.00pm.*
- ***Pick up times are recorded. Penalty payments will be charged for persistent late collection. An additional £5 per late collection (without notice given) will be added to your invoice.***
  The nursery staff are not employed beyond the end of Extended Hours and therefore late collection means overtime must be paid. These additional costs must be met by parents who do not meet the prompt pick up time.
- *If your child is unable to attend a session due to absence or an alternative arrangement no refund can be given.*
- *The Nursery Lunch Club is administered by Christ Church Chorleywood C of E School.*

All enquiries over bookings should be directed to Mrs Cottle in the School Office and not to the Nursery staff. Contact for Mrs Cottle (Mon to Wed) tel: 01923 282647 email: admissions@christchurchschool.herts.sch.uk

Nursery Extended Hours 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