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

Breakfast Club Contract @Christ Church (to be returned to school)

Booking Request/Changes Form 2026/27

The cost for our Breakfast Club is £10.00* per session to include a breakfast meal.
**A family discount will be given off the hourly rate for families of two children or more. The first child will pay £10.00 and subsequent siblings at the reduced hourly rate of £9.50.*

The club runs from 7.45am to 8.40am 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. 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.

Payment is made online using Parentmail. You will receive a termly invoice relating to your booking request and be asked to pay online by a certain date 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 Breakfast Club provision each day

Breakfast Club: 7.45am to 8.40am				
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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Breakfast Club Terms and Conditions (to be retained by parent)

Aims of the Breakfast Club
The Breakfast Club opens at 7.45am (***children will not be accepted before this time***) to 8.40am every school day during term time, with the exception of Inset days, school holidays and occasional days, which you will be notified of in advance. The before school care is available to all children in the school including nursery.

It is essential that you stick to the scheduled start time for the Breakfast Club so as not to disrupt the smooth running of the session. Late comers whether paid or not, arriving after 8.15am will not receive a breakfast meal.

Children are provided with an extensive breakfast meal (cereal, milk, fruit juice, toast as chosen etc) will be served between 7.45am and 8.15am.

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.

Fees
The fees for 2026-2027 are £10.00 per morning (including a meal). Fees are invoiced termly and 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 instalments 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