

BISHOP CHALLONER SCHOOL

Crèche - EMERGENCY Ad Hoc Hours/Sessions

PLEASE HAND THIS FORM PLUS **PAYMENT TO THE BURSAR'S ASSISTANT OR TO THE SCHOOL OFFICE**
Creche Direct Telephone Number: 020 8290 9558

Pupil's Name Form

Date of Birth

Please Indicate The Dates and Times Required:

Date:	Date:	Date:	Date:	Date:
From:	From:	From:	From:	From:
To:	To:	To:	To:	To:

THE COST FOR CRECHE IS £7.70 FOR EACH HOUR ATTENDED (See Charges Overleaf) -

I enclose a cheque made payable to "BISHOP CHALLONER SCHOOL" for :-

..... HOURS, OR TOTAL FULL SESSIONS = £

I have written my Child's/Children's name(s) and "CRECHE" plus the times and dates I wish my child to attend, ON THE BACK OF THE CHEQUE.

I have completed the REGISTRATION FORM for Creche: YES / NO (Please Circle)

Signed Date

Please Print Name

Please Cut ----- *(Please KEEP The Bottom Half Of The Letter For Your Information)*

Dear Parent(s) and Guardian(s)

Crèche - EMERGENCY Ad Hoc Hours/Sessions

The Crèche is available from 3.15pm to 6.00pm every school day and is open to all Nursery and Junior School pupils. Years 5 – 6 may attend Homework Club up to 5.00pm, at which time they will be taken to Crèche if not collected. Crèche is located in the Nursery.

If you need to use the Crèche in the case of an **EMERGENCY**, the cost is **£7.70 PER HOUR** - please complete the form at the top of this letter **EACH TIME** you wish to use the Crèche. Please also complete the REGISTRATION FORM for Crèche if this is the first time that your child is attending or if any of the information has changed since the last time you completed the form.

However, if your child is going to **attend regularly**, please complete the **blue Crèche form** when the cost, paid termly in advance, is discounted to **£6.00 per hour**. Copies of the form are available from the School Office and Crèche. PLACES AVAILABLE ARE ALLOCATED ON A "FIRST COME, FIRST SERVED" BASIS.

Please place your cheque, made payable to "BISHOP CHALLONER SCHOOL", together with the form, in an envelope marked "The Crèche", and hand it to The Crèche Supervisor, or to the bursar's assistant or School Office. PLEASE WRITE YOUR CHILD'S/CHILDREN'S NAME(S) AND "CRECHE" PLUS THE DATES AND TIMES YOU WISH YOUR CHILD TO ATTEND, ON THE BACK OF THE CHEQUE. For Parents who use the Crèche between 3.15pm and 3.30pm – this is only free of charge for children who are going to attend an After School Club at 3.30pm, otherwise, there is a minimum charge of **£7.70** in an EMERGENCY. Attendance at Crèche for all other circumstances (including waiting for later starting clubs) is chargeable in all cases. Those children who return after the clubs are finished will therefore be charged accordingly.


The Crèche closes strictly at 6.00pm. **The late collection of your child will incur a penalty charge of £15.00 for any part of the first 15 minutes, and a further £30.00 for any part of each additional 15 minutes, and may mean that their place is withdrawn.** Please note: There is a **10%** late payment surcharge, and cheques returned from the Bank are subject to a **£50.00** charge.

Yours sincerely,

Please See Over For Charges . . .

Mrs S Koureas
Bursar's Assistant

020 8460 3546, Option 8
skoureas@bcswb.co.uk

Please Cut  ----- (Please KEEP The Bottom Half Of The Letter For Your Information)

CRECHE FEES – EMERGENCY AD HOC HOURS/SESSIONS:

PER HOUR:

Up to 1 hour - £7.70

1 – 2 hours - £15.40

2+ hours - £23.10

CRECHE FEES - PAID PER TERM IN ADVANCE:

(Please Use The Blue Crèche Form – Copies Available From The School Office

PER HOUR:

Up to 1 hour - £6.00

1 – 2 hours - £12.00

2+ hours - £18.00