

# BISHOP CHALLONER SCHOOL

The Crèche – PAID TERMLY IN ADVANCE – AUTUMN TERM 2018

Creche Direct Telephone Number: 020 8290 9558

*\*PLEASE RETURN THIS FORM PLUS A **CHEQUE** TO THE BURSAR'S ASSISTANT*

Pupil's Name ..... Form .....

Date of Birth .....

Please Tick The Sessions Required:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
From:	From:	From:	From:	From:
To:	To:	To:	To:	To:

**THE CRECHE FEES MUST BE PAID TERMLY IN ADVANCE – FOR CHARGES – PLEASE SEE OVERLEAF**  
**(The Emergency, Ad hoc rate of £7.35 will apply to all hours NOT paid termly in advance)**

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

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

*I have written my Child's/Children's name(s) and "**CRECHE – AUTUMN TERM 2018**" on the back of the cheque.*

*I have completed my contact details on the **REGISTRATION FORM** for Crèche: **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)

## The Crèche – PAID TERMLY IN ADVANCE – AUTUMN TERM 2018

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.) Crèche organised by Mrs Harwood and located in the Nursery.

Due to demand, your son's or daughter's place should be booked and paid for each term **IN ADVANCE**.

- The **AUTUMN** Term starts for whole school on 4 September 2018
- The Half-Term break is 22 October to 2 November 2018
- The last session for Crèche 13 December 2018
- The **AUTUMN** Term ends 12 noon 14 December 2018

To secure your son or daughter's place in the Crèche, please complete the booking form above, and (if necessary), the **REGISTRATION FORM** attached and place them, together with a cheque made payable to "BISHOP CHALLONER SCHOOL", in an envelope marked "Crèche" and hand it to the Crèche Supervisor, or the bursar's assistant or school office.

**PLEASE WRITE YOUR CHILD'S/CHILDREN'S NAME(S) AND "CRÈCHE – AUTUMN TERM 2018" 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 £5.70 if paid in advance (or £7.35 if used on an Ad Hoc basis 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 for 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.

Repeat offenders may lose their place at the Crèche.

Please note: There is a **10%** late payment surcharge and cheques returned from the Bank are subject to a **£50.00** charge. Thank you.

Yours sincerely,

Mrs S Koureas  
Bursar's Assistant

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

**Please See Over For Charges . . .**

Please Cut ✂ -----

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

**CRECHE FEES AUTUMN TERM 2018**

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

PER HOUR:

Up to 1 hour - £5.70

1 – 2 hours - £11.40

2+ hours - £17.10

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**CRECHE FEES – EMERGENCY AD HOC HOURS/SESSIONS:**

*(Please Use The Green Crèche Form – Copies Available From The School Office)*

PER HOUR:

Up to 1 hour - £7.35

1 – 2 hours - £14.70

2+ hours - £22.05