



Heath Lane Nursery School
Heath Lane, Hemel Hempstead, Herts HP1 1TT
Telephone (01442) 255418
Email admin@heathlane.herts.sch.uk

Headteacher: Mrs Hayley Yendell

Heath Lane Nursery School After School Club

TERMS AND CONDITIONS

After School Club is charged at £7.50 (one-hour session) or £13.50 (two-hour session). You may book as many sessions as you require.

After School Club runs between 3.30pm-4.30pm (one-hour session) and 3.30pm-5.30pm (two-hour session).

As additional staff are employed to supervise after school club, all illnesses and other absences, including term time holidays, will be charged for.

We need two weeks written notice for any decrease of sessions or withdrawal of a child.

If you would like to increase or change booked sessions we will arrange this as soon as we have received your written notice, though requested changes will depend on availability at the time.

Invoices are sent out in advance on a monthly basis and should be paid in full by the 15th day of that month.
Fees are reviewed annually. We reserve the right to alter fees or opening times with one month's notice.

Collecting Children

Please notify a member of staff if someone different will be collecting your child. There is a password system in operation. We will never let your child leave with a person for whom we have not received authorisation. Please do not send anyone under that age of 16 to collect your child.

Late Collection

Parents should collect their child promptly at the end of the after school club session.

If a parent is delayed they should telephone Nursery on 01442 255418 giving an expected time of arrival.

If a child is not collected within ten minutes of the end of the session a member of staff will contact the parent
After waiting 20 minutes with no response the emergency contact person for the child will be telephoned.

If there is no response and the child has not been collected after one hour, social services will be contacted.

With kind regards,

Hayley Yendell
Headteacher



Heath Lane Nursery School
Heath Lane, Hemel Hempstead, Herts HP1 1TT
Telephone (01442) 255418
Email admin@heathlane.herts.sch.uk

Headteacher: Mrs Hayley Yendell

Heath Lane Nursery After School Club – Registration Form

Please return to Heath Lane Nursery School

I agree to abide by the terms and conditions of Heath Lane Nursery School After School Club.

Child's Name:

Parent/Carer's Signature: Date: