



Terms & Conditions

Updated: Sept 25

Fees & Payments

1. All fees must be paid by the date stated on your invoice.
2. A £10 late payment fee will apply to overdue payments.
3. Fees remain payable in full for absences (including illness, school clubs, or other activities) as spaces are held.
4. No refunds will be issued for non-attendance.
5. Post-dated cheques are not accepted.
6. Outstanding fees may result in your child's place being withdrawn.

Notice & Bookings

7. Two weeks' written notice (email or letter) is required if you wish to cancel your child's place.
8. All bookings automatically roll over from term to term unless notice is given.
9. All sessions must be booked in advance; walk-ins are not permitted.
10. Requests to change booked days are subject to availability and a £5 administration fee.

Attendance & Absence

11. Parents must inform Little Lanes if a child is absent from school on a day they are due to attend.
12. If a child is booked in but does not attend, fees remain payable.
13. Any required medicines must be taken directly to the school office unless alternative arrangements are agreed upon.

Drop-off & Collection

14. Children must arrive at breakfast club by 8:15 am if breakfast is required. Parents must inform staff in advance.
15. Children will only be released to authorised adults. Written permission and/or a pre-agreed password are required for alternative arrangements.

16. If your child is permitted to walk home alone or use a taxi service, this must be confirmed in writing.
17. Parents must collect children promptly at their agreed session end time (4:30 pm or 5:45 pm). A late collection fee of £10 will apply. After 10 minutes, an additional £5 will be charged for every further 5 minutes. Parents must notify staff if delayed.
18. Parents must park in the designated front car park and walk down to Little Lanes for collection.
19. Mobile phone use is not permitted while collecting your child.
20. Parents are not permitted to enter the school building.

Safety & Responsibilities

21. Parents must notify staff of any additional after-school activities or tutoring sessions attended by their child. Little Lanes' duty of care begins when the child arrives on site.
22. Parents must ensure their child's details (including allergies, medical conditions, SEN needs, and contact details) are kept up to date via the online portal and directly with staff.
23. Parents must notify staff in writing if they do not wish their child to take part in certain activities (e.g., electric go-karts, U-rated films or programmes).
24. Parents must supply appropriate clothing if they do not want their child to participate in messy play activities.
25. Any home toys or personal items brought to Little Lanes are the responsibility of the child. Little Lanes accepts no liability for lost or damaged property, unless caused by staff negligence.
26. Forgotten items may be collected from class or lost property the following day.

Behaviour & Termination

27. All children are expected to follow the rules of Little Lanes.
28. Little Lanes reserves the right to suspend or cancel a child's place if fees remain unpaid, rules are persistently broken, or safeguarding concerns arise.

General

29. Any information for your child's schoolteacher must be provided in writing and clearly labelled with your child's name so staff can pass it on.
30. Little Lanes is not liable for circumstances beyond its control (including severe weather, school closures, or other force majeure events).

Declaration

I have read, understood, and agree to the above Terms & Conditions. These terms apply from the date of my child's first booking.

Print Name: _____

Signature: _____

Date: _____

