

**Terms & Conditions**

1. All fees are to be paid up front, unless been arranged otherwise,

2. All fees need to be paid regardless of illness or ad-hoc days.

3. We require 2 weeks notice should you wish to leave.

4. It's your responsibility to let us know if your child is attending any other after to

school activities, as we don't accept any liability until your child reaches little lanes.

5. Little lanes needs to know if your child is off school at any time.

6. Any child going home by taxi needs to put this in writing otherwise we will not let

your child leave.

7. If your child does not need to attend and they are booked in fees will still need to be

paid.

8. Outstanding fees can result in your child space being given away.

9. We don't accept post dated cheques

10. To change days a £5 admin fee will be applicable and you'll also be expected to

re-fill in a booking form noting changes to days.

11. No child will be allowed to leave with any other person unless we've been informed

otherwise.

12. If you don't wish for your child to get messy please supply extra clothing.

13. You will not be allowed to enter the school building apart from little lanes without an

appointment or unless you have been asked to be seen by Mrs Johnson or your child's

teacher,

14. No mobile phones are to be used whilst picking up your child.

15.The front gate must be closed when leaving little lanes.

16. If your child requires breakfast they must be in breakfast club by 8:15am.

17. Any items left by your child in class will have to stay there until the next school day.

18. If you are late to pick up at ether 4:30 or 5:45 you will be charged the standard fee of

£5.00 for every 10 minutes you're late.

19. Any information that you need to let your child's teacher know must be put into

writing with your child's name on it, so we can pass it on to the appropriate teacher.

20. Any toys from home that are brought into Little Lanes is your Childs responsibility.

We accept no liability for any items.

21. Little Lanes has the right to cancel your place at any time if rules are not met.

I have read and understood the rules and regulations above. I hereby agree to the terms of Little Lanes rules and regulations when booking in for my first session.