THE LIONS' DEN OUT OF SCHOOL CLUB

High Street, Doddington, March, Cambridgeshire, PE15 0TF
Telephone: 01354 740405

Terms and Conditions of Booking, Attendance, Fees and Cancellations

Effective from: 9/11/26

1. Introduction

These Terms and Conditions set out the arrangements for the booking, attendance, payment of fees and cancellation of places at The Lions' Den Out of School Club ("the Club").

By booking a place for a child at the Club, parents and carers agree to be bound by these Terms and Conditions.

The Club reserves the right to amend these Terms and Conditions from time to time. Parents and carers will be given reasonable notice of any significant changes.

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2. Opening Times

Breakfast Club : 7:35am to 8:45am **After School Club:** 3:15pm to 6:00pm

The Club reserves the right to alter operating hours in exceptional circumstances, providing notice wherever reasonably possible.

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3. Fees

From the week commencing 9th November 2026, there will be an increase to the Breakfast Club rate and the After-school Club half hourly rate. The fees for sessions are as follows:

Session	Commencing w/b 9/11/26	Club Transfer Rate
Breakfast Club (7:35am to 8:45am)	**£5.75**	
After School Club - **Short session** - 3:15pm to 4:00pm	**£5.00**	
After School Club - 3:15pm to 4:30pm	**£7.50**	
After School Club - 3:15pm to 5:00pm	**£10**	**£8.00**
After School Club – 3:15pm to 5:30pm	**£12.50**	**£10.50**
After School Club – 3:15pm – 6pm	**£15.00**	**£13.00**

Fees are charged based on the time children **leave** the session. After the first short session, slots are charged every half an hour.

Families with multiple children will be entitled to a 10% sibling discount on the session price if multiple children are in attendance at the same time. Please note that this discount does not apply to cancellation charges or late charges.

Fees are reviewed periodically and parents/carers will be given not less than one month's notice of any fee increase.

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4. Club Transfer Sessions

To help with the cost when children attend a paid for club after-school, a reduced Club Transfer rate applies to children attending a paid for after-school enrichment (eg YDP) activity before transferring to The Lions' Den. See the table above. This does not apply to free school run events where the full cost of the session will be charged.

Enrichment Club Attendance

Children attending an enrichment Club must still be booked into Lions' Den in advance if wraparound childcare is required following the activity.

If no booking has been made, parents or carers are responsible for ensuring the child is collected promptly at the end of the enrichment activity.

Places must be reserved for all children requiring care, regardless of their arrival time at the Club. Staffing ratios and operational arrangements are determined according to booked attendance.

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5. Late Collection

The Club closes promptly at **6:00pm**.

Parents and carers must ensure children are collected before the end of the booked session.

A late collection charge of **£1 per minute, per child**, will be applied for any collection after 6:00pm.

Persistent late collection may result in a review of the child's place at the Club.

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6. Booking Arrangements

Bookings are accepted subject to availability.

The Club operates with limited places and may reach capacity. The Club will endeavour to accommodate ad hoc booking requests but cannot guarantee availability. Requests should be made as early as possible and may be refused where staffing ratios or capacity limits would be exceeded.

Priority may be given to families requiring regular and ongoing childcare arrangements. At the end of each term, families who require regular bookings will be required to confirm via an online form a regular weekly pattern for the following term. This form will be emailed to parents who have a regular booking pattern. It is the parents' responsibility to ensure that if sessions are not required during the term, they are cancelled in good time to avoid a cancellation charge. See below for more details.

The Club reserves the right to limit or refuse bookings where demand exceeds available places.

Parents and carers are expected to book only those sessions they genuinely require.

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7. Cancellation Policy

To ensure we have the correct staffing in place and can offer places fairly to families, we ask parents to give as much notice as possible when cancelling a booking. Staffing is arranged in advance based on the number of children expected to attend, and late cancellations can result in unnecessary staffing costs and prevent places from being offered to other children.

Cancellation Notice and Charges

To avoid a cancellation charge, cancellations must be received by the school office before 4.00pm on the previous working day.

Any cancellation received after this time will be charged a fixed fee of £6.00 per session.

Please note that the school office is open from 8.00am to 4.00pm on school days. Emails received after 4.00pm, at weekends, on bank holidays, or during school closure periods will be treated as having been received when the office next reopens.

Examples

Booked Session	Cancellation Received	Charge
Tuesday Breakfast Club	Monday before 4pm (office open)	No charge
Tuesday Breakfast Club	Monday after 4pm (office closed)	£6.00 charge
Tuesday After-School Club	Monday before 4pm	No charge
Tuesday After-School Club	Monday after 4pm	£6.00 charge
Monday Breakfast Club	Friday before 4pm	No charge
Monday Breakfast Club	Friday after 4pm	£6.00 charge
Monday After-School Club	Friday after 4pm	£6.00 charge

Repeated Cancellations

Where repeated cancellations occur, particularly for regular bookings, we may review the allocation of those places. In some cases, priority booking arrangements may be withdrawn and places offered to families on the waiting list.

In short: if you need to cancel a session, please let us know before 4.00pm on the previous working day to avoid a charge. This simple summary is often the bit parents remember best.

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8. Illness and Absence

Parents and carers must notify the Club as soon as possible if a child is unable to attend due to illness or another unavoidable reason. At the discretion of the Club, a charge for absence due to illness may be waived, provided the Club is notified as soon as reasonably possible.

The Club reserves the right to refuse admission to any child who appears unwell or whose attendance may present a risk to the health and welfare of other children or staff.

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9. Payment of Fees

Invoices will be issued monthly.

All fees must be paid promptly by the due date stated on the invoice.

Payment may be made by:

- Bank transfer
- Childcare vouchers (where accepted)
- Tax-Free Childcare payments

The Club is registered with the Government's Tax-Free Childcare Scheme.

School Bank Details

Account Name: CCC Lionel Walden PR
Account Number: 25741314
Sort Code: 52-10-46

The Club reserves the right to amend payment methods and banking arrangements. Updated information will be provided where necessary.

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10. Late-Payment of Fees

Parents and carers are responsible for ensuring all fees are paid in full. Invoices must be paid **within 14 days of the invoice date**. The Club reserves the right to charge for late payments of invoices.

Failure to pay within 14 days will trigger a reminder and incur a charge of £20 added to the bill. Failure to pay after a further 14 days from the reminder will incur a further charge of £20 and possible suspension of attendance.

Where fees remain unpaid, the Club may:

- decline future bookings;
- suspend attendance until outstanding balances are settled; and/or
- withdraw a child's place at the Club.

Any outstanding fees remain payable regardless of whether attendance is subsequently withdrawn. If there is a case where the parent is deemed to be refusing to pay without sufficient reason, the school will consider involving the Local Authorities legal services to resolve the issue and recuperate owed funds.

If you find yourself in difficulty, please contact us to discuss the situation. We may be able to help or signpost you to organisations that may be able to help.

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11. Safeguarding and Welfare

The Club is committed to providing a safe, secure and welcoming environment for all children.

Parents and carers are required to:

- provide accurate and up-to-date emergency contact information;
- inform the Club of any relevant medical conditions, allergies or additional needs;
- comply with the Club's safeguarding, behaviour and collection procedures.

Failure to do so may affect a child's continued attendance.

If a child has not been collected and the Club has been unable to contact parents, carers or emergency contacts within a reasonable period, the Club will follow its safeguarding procedures and may contact Children's Services and/or the Police where necessary.

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12. Behaviour Expectations

The Club upholds the school values of Ready, Respectful and Safe. Where a child's behaviour presents a significant risk to the safety or wellbeing of themselves, other children or staff, the Club reserves the right to suspend or withdraw a place in line with the school's behaviour and inclusion procedures.

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13. Limitation of Liability

The Club accepts responsibility for children only during their booked session and once they have been signed into the Club's care in accordance with its operating procedures.

Parents and carers remain responsible for ensuring that children are appropriately collected by an authorised adult at the end of each session.

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14. Emergency Closure

The Club reserves the right to close at short notice due to circumstances beyond its reasonable control, including but not limited to severe weather, loss of utilities, staff shortages, public health concerns, or building-related issues. Every effort will be made to notify families as soon as possible. Refunds or credits will be considered at the discretion of the Club.

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15. Data Protection

Personal information collected by the Club will be processed in accordance with the school's Data Protection Policy and Privacy Notice. Information will be used for the administration of the Club, the safeguarding and welfare of children, and to comply with legal obligations.

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16. Acceptance of Terms

By making a booking at The Lions' Den Out of School Club, parents and carers acknowledge that they have read, understood and agree to comply with these terms and conditions.

The Club reserves the right to make changes to these terms and conditions but will endeavour to give adequate notice of no less than one month prior to the change coming into effect. Changes due to updates to Safeguarding, Wellbeing or Health and Safety will come into immediate effect.

Effective Date: 9th November 2026

Review Date: Annually or as required due to operational needs.