

April 2026

Enrolling

Once you have decided that you would like your child to attend Furnace Barn Day Nursery, please email us @ furnacebarn@gmail.com with your preferred days and when you would like to start.

We will reply to confirming availability and an admission form will be sent via Adobe platform to complete online.

Please complete all relevant sections with as much information as possible.

If you intend on using Funding to pay for your sessions, then it is your responsibility to obtain your code, and ensure the code is valid before your booking commences.

Your child's place will be **provisionally** booked on return of the admissions form.

After we receive the completed admissions form in full, we will contact you to ask for a deposit of £100.00 or one-week fees if this amount is higher.

Upon payment a place will be reserved for you.

The deposit will be deducted from your last invoice when your child leaves the nursery. This confirms your child's place and is a commitment to payment of fees and an acceptance of The Nursery terms and conditions.

Funded Places.

If you intend on applying government funding to your invoice, applying for the code becomes the responsibility of the lead parent. Funding can be checked at www.childcarechoices.gov.uk and applied for via this website.

If eligible for any funding a code will be given and must be given to Kerry (Manager) before commencement of your booking. Kerry will check validity and confirm with yourselves.

Most codes need renewing every three months, it is not Furnace Barn Day Nurseries responsibility to ensure this is done, it is the lead parents' responsibility – failure to do so will mean your code becomes invalid and full payment for the sessions will be expected.

Once funding has been applied for, we ask for a terms notice to move funding to another setting as per our funding agreements.

Please also be aware that funding is not applicable until the term after your child's 9-month birthday for working families funding or 3rd Birthday for universal funding. For example a child turning 9 months on 3rd April will not be eligible for funding until 1st September.

Please ask Kerry to check eligibility.

If your Funded place is applied onto a day that then becomes a Bank holiday (for example a Monday), this day will not be transferrable when the setting is closed.

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In the same respect funded days will not be transferrable if your child does not attend their session.

Booked Places.

Once your child is booked for a session these fees are payable even if the setting is closed. This includes and is not limited to planned bank holiday closures including Christmas Day and Boxing Day.

Full fees are still payable for closed bank holidays and booked sessions are not transferable for these days.

Holidays

The nursery is open all year except for bank holidays. Any holidays are still charged at full rates.

Booking conditions.

Children under two years of age will only be accepted for a minimum of two days full day care, on a whole year-round booking (no term time only bookings for children under 2 years of age). Once you have booked your child into the nursery then all “Terms and Conditions” apply from that time.

Notice of Termination and Change of Care

The nursery requires at least one month’s written notice of termination, or reduction, in care requirements for your child. If you would like to alter your booking either permanently or temporarily then you need to email us to confirm details including start date and we will respond.

When booking any extra ADHOC sessions, payment for these sessions will be added to the next month’s invoice.

The Nursery may terminate, or change, a child’s care by giving one month’s written notice. The Nursery reserves the right to terminate a child’s care, without notice, in certain circumstances.

Fees

Fees will be calculated monthly and payment must be made **in advance** of care, by the due date on your invoice, to guarantee your child’s place.

If fees are not paid by the due date, then a penalty charge will be incurred of 1%, of the outstanding fee, per day.

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If the fee has not been received after one week, then your child's care can be terminated with payment of outstanding fees still due and the penalty charge accumulating daily.

Fees will still need to be paid in full for sickness and holidays.

If your eligibility to access the working families funding is revoked, the full payment of sessions will be requested including any arrears.

If your child does not attend Nursery as a result of guidance from A Government Body (Infectious/communicable Disease Control) then full fees will still apply (see also illness policy) A review of fees takes place annually, in April.

Sickness

If your child doesn't attend nursery due to sickness, you are still required to pay for your child's fees. Once the place is booked the fees must be paid whether a child attends nursery or not. If you are following government guidelines advising that you self-isolate (e.g. chicken pox, measles, or COVID-19) the full fees still apply. If you are advised to self-isolate then home learning will be available, staff are able to provide activities/videos etc and telephone support. Also see our "illness" Policy.

Late Collection of Children

If you are late collecting your child then a late pick-up charge will be incurred. This cost will be £5.00 for 1 to 15 minutes, £10 for 16 to 30 minutes and so on. This cost will be added to your next invoice. If you are persistently late picking up your child then your child's care may be terminated. See "Late Collection and Early Arrival of Children" Policy.

Children's Provisions

It is the responsibility of parents to provide consumables such as lunch, tea and nappies for their children. If a child is without the necessary provisions for the day, then the nursery will plan in the short term.

It may be necessary to introduce a charge on these items if the occurrence becomes regular for the same family. The charge would be an inflated cost due to the special arrangements that would have to be made.