Millbrook Nursery

Terms and Conditions of Booking 2026-2027

Admission - Once a place has been offered and accepted, registration forms must be completed by parents/carers before a child can start on the date offered. By accepting a place, this is taken as acceptance of our terms and conditions and policies. School policies are available on our website or on request from the school office.

Payment - Payment for unfunded session is required within 28 days of the date of invoice.

Payments can be made via Famly, childcare vouchers or Tax-free childcare payments. Please note that we cannot refund any overpayments for childcare vouchers or payments via Tax free childcare account.

Late Payment - Late payments (7 days) will incur an administration charge of £15.00.

Absence - No refunds can be made for sessions that your child does not attend due to sickness, holiday, etc.

Unpaid Invoices – If parents/carers are experiencing financial difficulties, please speak to a member of the office team or email nursery@mbk.cambrianlt.org. Unpaid Invoices, where an agreed payment plan has not been authorised, will be escalated for further action and sessions could be suspended until resolved.

Regular Voluntary Consumables (RVC) charge

We put the introduction of a consumables charge on hold for as long as possible, but due to raising costs and funding pressures, it is now necessary to add a small consumable charge to each nursery session taken. A session is a morning or an afternoon. All day counts as two sessions.

The consumables charge will be 50 pence per morning or afternoon session and £1 per full day This is automatically invoiced to you through FAMLY. This charge is applicable for all sessions booked whether funded or non-funded.

The RVC charge is voluntary in nature so parents can decide to pay all, some or none of this voluntary charge.

Late Collection

In cases where a child is not collected on time a charge of £5.00 will be made to the parent/carer. Up to 15 minutes late is £5, anything over 15 minutes is an additional £15.00.

For example,
If your child is collected 5 minutes late this will incur a £5 charge.
If your child is collected 15+ minutes late, a further £10 charge will be incurred bringing the total late charge to £15.
These additional charges will be added to your invoice.

Inset Days - There are 5 Inset days a year where both term time only and all year provision will be closed for staff training. Please check the school calendar for the list of dates for the next academic year.

End of every big term (Autumn, Spring and Summer) – At the end of every big term when school finishes early at 1.15pm, Nursery will close 15 minutes earlier at 1pm.

Hot lunches – These can be provided by the school; hot lunches are not available during the school holidays. Therefore, children attending the year round provision will be required to bring a cold packed lunch during the school holidays. Please check the school calendar for these dates. Hot lunches are charged per lunch and are payable by MCAS. Please note government funding cannot be used against payment for lunches.

Fee Increases - Parents and carers will be provided with 1 terms notice of any fee increases. Charges and fees are displayed on our website.

Parent Conduct - Aggression or abusive comments, either verbal, written or posted on social media, about the school, pupils, parents/carers or colleagues, including Local Committee Governors, will not be tolerated and may result in cancellation of your booking.

Bookings for all year round provision:

- Bookings are for term time and school holiday periods.
- If you require additional sessions these can be requested and will be subject to availability.
- Extra sessions can be booked subject to availability and will be added to your invoice. No refund will be issued for cancelled extra sessions that have been booked.

Bookings for term time only provision:

- Bookings are for 38 weeks of the year.
- We require 6 weeks written notice to cancel or reduce your booking, failure to do so, will result in one month's additional invoice.
- Extra sessions can be booked subject to availability and will be invoiced if over and above agreed funding.

- No refund will be issued for cancelled extra sessions that have been booked.