

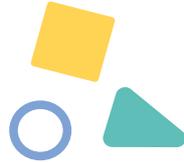
# Tell Me More

“Creating experiences that smile”



# Our Purpose

## Vision + Values



Thank you so much for expressing an interest in The Little Blue Door, we are delighted that you would like to get to know us a bit better.

Very early on in my child care career, a close friend of mine asked me 'What is it that you love about what you do?' and I remember responding with 'I just love developing little minds and making a difference to children's lives'.

Many years on, this still holds true and has really helped me shape 'Our Why'. Any business should be able to easily and confidently articulate their 'why' but that is never more important than when loving and caring for children. So for us, it's pretty straight forward.



**Lucy Davies**  
Nursery Principal, Level 4



**Robert Severn**  
Nursery Manager, Level 6

## OUR WHY

### 'To Develop Little Minds'

We passionately believe in the idea of developing little minds. At the core of all we do is the desire to educate, stimulate and develop children on their journey to school.

## OUR VALUES

We believe in five key values that shape everything that we do at the Little Blue Door.



Doing it  
together



Just like  
home



Experiences  
that smile



Playful  
Learning



Love

# Useful Information

## Fees + Spaces

We have created four unique classrooms that will welcome children from 3 months to five years. These and our two outside play areas ensure we have the best environment to develop little minds.

### Early Blue Doors

7.30am - 8.00am

Includes: Breakfast

£5.50

### Morning Session

8.00am - 1.00pm

Includes: Snack & Lunch

£42.75

### Afternoon Session

1.00pm - 6.00pm

Includes: Snack & Light Tea

£42.75

### School Day

8.00am - 4.00pm

Includes: Snack & Lunch

£55.75

### Full Day

8.00am - 6.00pm

Includes: Snack, Lunch & Light Tea

£66.75

## Spaces



### Baby Snapdragon

3 months - 1 year



### Johnny Jump

1 - 2 years



### Rocket Larks

2 - 3 years



### Blazing Stars

3 - 5 years

## Opening

Normal

Weekdays from 8.00am - 6.00pm

Early Doors

Weekdays from 7.30am - 8.00am



# FAQ'S Helpful questions and answers from the LBD Team



## + Who is in charge of The Little Blue Door, and what experience do they have?

The Principal of The Little Blue Door is Lucy Davies. Lucy has more than 12 years experience in childcare and is qualified to Level 4. Robert Severn is the Nursery Manager with 18 years childcare experience. Robert holds a BA Honours and Early Years Professional Status. Robert works closely with our Deputy Manager Laura Chamberlain. Laura holds a BA Honours Level 6 and a Norland Diploma.

## + What sessions will be available?

We will operate four sessions:  
8am-1pm • 1pm-6pm • 8am-4pm • 8am-6pm.

## + What if I start work before The Little Blue Door's first session and my child needs looking after?

We recognise that an early drop off can sometimes be a big help, so we will be offering an Early Blue Doors session from 7.30am which includes breakfast.

## + Is The Little Blue Door team qualified?

All of our team are qualified practitioners with some holding Level 6 degrees in Childcare. We also have apprentices that are working towards a relevant childcare qualification.

## + Do you charge a registration fee?

There is a deposit of £100.00 payable upon submission of your registration form, this payment secures your place at The Little Blue Door. Upon receipt of both your deposit and signed application form we will provide you with an email confirming the start date, number and type of sessions per week. Registration fees are non-refundable. In the event that we are operating a waiting list there is a reduced fee of £50 payable to be added to the waiting list.

## + Do you accept funding?

Yes, we accept funded children. Please discuss your specific needs with the LBD team.

## + Outside play is important to me, do you have a garden even though you are in town?

We know that outside space is crucial throughout early years development. We have two outside areas, a private play area and an interactive garden. We hope you will love it as much as we do.

## + My child's diet is important to me, what can I expect?

It is important to us too. We will provide a balanced menu of home cooked meals. If your child has a dietary requirement, please discuss this with your key person when starting, to ensure we can accommodate their dietary needs accordingly.

## + Will my child be able to experience day trips?

Yes, some of the best learning happens during field trips and we hope to build a really great reputation for the quality of our off-site trips.

## + You are in the centre of town, where can I park?

We do not have any parking on the premises however we have a number of car parks within a very short walk of The Little Blue Door.

## + Am I able to increase my child's sessions after they join?

Please email your requirements and we will do our best to accommodate them. All of our sessions are in high demand, so please note that we may not be able to increase your child's sessions after they have registered

**The Little Blue Door**

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Telephone 01243 530650 | Email [knockknock@littlebluedoor.co.uk](mailto:knockknock@littlebluedoor.co.uk)  
[www.littlebluedoor.co.uk](http://www.littlebluedoor.co.uk)

# Free Entitlement Policy

March 2021

## 1 What is the Funding Entitlement at The Little Blue Door?

The Little Blue Door is a registered provider for the Funding Entitlement hours. The funding is received directly by The Little Blue Door and enables you to receive 15 hours of funding. Some parents will be able to claim 30 hours depending on their eligibility. Please refer to our 'Extended Hours' section 8, later on in this policy to find out more.

## 2 Aims

The aims of this policy are:

- 1) To support our vision to develop little minds.
- 2) To ensure access and entitlement to the benefits of high quality childcare education on a fair and equitable basis.
- 3) To establish an admissions policy governed by a clearly defined criteria that may be articulated to our parents and other professionals.

## 3 How The Little Blue Door operates the Funding Entitlement

The Little Blue Door operates 4 session types per day as well as an Early Drop Off facility. The government funds children for 15 hours a week during term time only. The Little Blue Door also offers 30 hour funding; however, children have to be eligible for this and need to provide The Little Blue Door with a code from West Sussex County Council. **It is the parents' responsibility to apply for the funding code from WSCC and to ensure that if they are eligible, the code is passed on to the nursery manager to apply the funding.** Those children who are not eligible for 30 hours of funding will receive 15 hours of funding from the government. **If your child does not attend 15 hours of funding (refer to funded session pattern) we cannot guarantee that we can accommodate an increase of sessions once your child starts to receive the funding.**

## 4 All year round and term time children

The Little Blue Door offers funding entitlement every day of the week for 6 hours a day throughout 38 weeks of the year, term time only.

Full fees are applied throughout school holidays; however, the fees are calculated pro rata taking into account the amount of funded hours claimed.

**If your child attends all year round you will receive 38 funded weeks and the remaining 12 unfunded.**

**If your child attends term time only you will receive 38 funded weeks and the remaining 2 unfunded.**

Please note the following;

- **Unfunded weeks are charged at full fees**

The funded hours are available between;

MORNING	AFTERNOON
9 - 12	1 - 4

The funding will not be applied to the following hours;

EARLY BLUE DOORS	7.30 - 8.00am
MORNING	8.00 - 9.00am
LUNCH	12.00 - 1.00pm
AFTERNOON	4.00 - 6.00pm

Funded hours and Non Funded hours;

SESSION	8am-1pm	8am-4pm	8am-6pm
FUNDED HOURS	3	6	6
NON FUNDED HOURS	2	2	4

An hourly rate will be applied to care outside of the funded windows each day. We calculate this hourly rate by taking our full day session and dividing it by the number of hours in the session. For 2021-2022 this is £66.75 divided by 10 = £6.67\*.

If you would just like your child to attend a funded session with no charge these are Monday – Friday, 1.00pm – 4.00pm subject to availability. Term time only for 38 weeks and this also follows a criteria of entry.

## 5 Funding calculation example

 **FREE Entitlement Weeks (38)**  
 **15 hours**

### SESSIONS

- x1 School day = 6 hours FREE entitlement
- x1 School day = 6 hours FREE entitlement
- x1 Morning = 3 hours FREE entitlement

**TOTAL = 15 hours x FREE entitlement = £0**

 **NON FUNDED HOURS**

- 8-9am & 12-1pm = 2 hours non funded
- 8-9am & 12-1pm = 2 hours non funded
- 8-9am & 12-1pm = 2 hours non funded

**TOTAL = 6 hours non funded per week**

x £6.67 hourly rate

= £40.02 per week

x 38 FREE entitlement weeks

**TOTAL = £1,520.76**

÷ 12

**TOTAL = £126.73 per month**

**UNFUNDED WEEKS (12 WEEKS)** See section 4

x1 School Day = £55.75

x1 School Day = £55.75

x1 Morning = £42.75

**TOTAL = £154.25 per week**

x 12 unfunded weeks

= £1,851.00

÷ 12 months

**TOTAL = £154.25 per month**

= £126.73 FREE entitlement weeks

+ £154.25 unfunded weeks

**TOTAL = £280.98**

### PLEASE NOTE:

Before FREE entitlement, your fees would be £642.70.

## 6 What to do if my child receives '3 year old' funding at The Little Blue Door

The term before your child turns 3 you will receive a funding parent declaration pack. You will be required to bring your child's passport or birth certificate for us to take a copy. If you decide to split your funding across two providers then you must inform us, as we will still require you to complete a parent declaration for both settings. You must ensure your child is registered and has started with us by the requested date in your packs.

## 7 Funding workshops

You will be invited to a funding workshop to discuss any queries you may have, the term before your child receives the funding. More details will be emailed to you nearer the time.

## 8 Extended hours

Please note, if your child is eligible to receive the extended funding, then it is your full responsibility to ensure this code is renewed before the grace period ends. The grace period must be checked every 3 months as it will stop after the grace period ends if you are no longer eligible. You must inform us immediately, if your child is no longer eligible for extended hours. To check availability please refer to the [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) website

## 9 School leavers

If your child is a school leaver and stays at The Little Blue Door until the end of August (dependent on their last session) you may find an increase in your fees as well as our annual price increase. This is due to your child not receiving any funding throughout the holidays. Therefore, We will calculate the exact funded sessions your child has left and apply these to May, June and July. Your invoice for August will be calculated for your exact sessions attended at full fees. You are more than welcome to reduce your child's regular attendance pattern throughout August as long as your child still attends a minimum of 2 morning sessions and the sessions remain the same each week.

Please note that we will require your child's exact leave date a term before your child leaves The Little Blue Door, to ensure your remaining monthly fees are accurate. Unfortunately, once your child leaves, we are unable to offer ad hoc sessions over the summer holidays.

## 10 Eligibility

ELIGIBLE 2 YEAR OLDS	
A child born on or between	Will become eligible for a funded place at the start of the term beginning
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September after their 2nd birthday
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January after their 2nd birthday
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April after their 2nd birthday
3 AND 4 YEAR OLDS	
A child born on or between	Will become eligible for a funded place at the start of the term beginning
1 <sup>st</sup> April to 31 <sup>st</sup> August	1 <sup>st</sup> September after their 3rd birthday
1 <sup>st</sup> September to 31 <sup>st</sup> December	1 <sup>st</sup> January after their 3rd birthday
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April after their 3rd birthday

## 11 Useful points to know

- ✓ Children that visit or holiday in the UK from abroad cannot access funding at The Little Blue Door.
- ✓ A child may move to another setting during a term; however, parents/carers must make sure they comply with The Little Blue Door notice period; for a funded child this is 4 weeks.
- ✓ Children are allowed to split their funding across two other settings.
- ✓ Parents/carers must update The Little Blue Door and complete 'Record of changes made to original declaration' when arrangements or your details change.
- ✓ If you take your child on holiday you will miss out on the funding and it cannot be transferred to other sessions. Please can you notify the nursery manager in advance when you have holiday booked.

- ✓ If your child attends all year, you pay 12 week's full fees. However, your fees are stretched (divided by 12) across the year, so your monthly standing order remains the same.
- ✓ Parents need to claim a consistent amount of hours per week; if parents would like to increase or reduce their funded hours, this needs to be discussed with the nursery manager before implementing any change. In addition, a change of funded hours form will need to be completed, in line with headcount.
- ✓ All parents are asked to complete a 'Parent Declaration form'. The Nursery Manager will ask to see proof of identity for the child (i.e. passport, birth certificate). The principal will then sign the declaration detailing that an original has been seen.
- ✓ Once your child receives funding the sibling discount will no longer apply.
- ✓ If your child only attends funded sessions and arrives before the session, you will be charged for this.
- ✓ If your child is collected later than their session, there is also a charge for this service. Our standard late fee will apply, being £5 for every 5 minutes after the end of the session.

\*\* We ALWAYS assume you will be continuing your existing sessions with us. However, if you would like to increase your hours, this will be handled on a first come, first serve basis, and are subject to availability. We shall make every effort to accommodate all of our parents needs but cannot guarantee that you will be able to increase your sessions to claim further funding.

## 12 Monitoring and review

Our admissions policy will be reviewed every term and checked annually by the Nursery Manager on behalf of the Management Team. We reserve the rights to make any changes as a result of the review.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

I have read and agreed The Little Blue Door admissions policy and take full responsibility of completing all the relevant documentation and agree to return it back on the requested date. I understand that if paperwork is not completed on time, funding may not be able to be processed due to The Little Blue Door and WSCC deadlines.