



Terms & Conditions

June 2026

These Terms & Conditions form the agreement between **Little Blue Door** and the parent/carer (“you”). **Little Blue Door** is also referred to in these Terms & Conditions as the “nursery”, “we”, “us” and “our” interchangeably. The term “Parent/Carer” refers primarily to the person or persons who are legally responsible for the child in respect of whom an application for a place at **Little Blue Door** has been made.

Acceptance

By sending you our registration form to complete **Little Blue Door** is offering you a place subject to these terms and conditions, as updated from time to time, and our Admissions Policy. Your place at **Little Blue Door** is secured upon payment of the non-refundable acceptance fee of £250 and submission of your registration form and signed terms and conditions.

Waiting list

If a space is not immediately available following your initial enquiry then you may be offered the choice to be added to our waiting list. To secure a waiting list place, a £50 fee is required to be paid and you will need to complete and return a waiting list form. This fee will be refunded if you decide to leave our waiting list or will form part of your acceptance fee once a place is available and offered in accordance with the below, in which case, this fee will be credited against the acceptance fee payable.

When a place becomes available we will contact you and send you our registration form in accordance with the process set out above. Your place at **Little Blue Door** is not confirmed until receipt of your completed registration form and acceptance fee. Upon receipt of both your acceptance fee and registration form we will provide you with a letter confirming your child’s date and weekly session pattern.

Deferral of start date

Upon request a child’s start date may be deferred by **up to two weeks** from the originally agreed date without payment for the deferred weeks, provided that any such request is discussed and agreed in writing with the Nursery Manager at least one month in advance of the agreed start date. The nursery will consider requests for deferral of a child’s start date by more than two weeks; however, any accommodation of this shall be always on the basis that any deferral subsequently agreed in writing will be charged at the booked standard session rate fee per week from the end of the second week of deferral onwards.

Please note that the nursery reserves the right to decline any request for deferral of a start date where they cannot be accommodated within our operational requirements and/or at its sole discretion.

Opening times

Little Blue Door is open on weekdays from 7.30am - 6.00pm and closes promptly at 6.00pm. If, for any reason, your child is not collected on time we will charge a late fee. We are legally bound by our team/child ratios and will have to apply a surcharge to help cover our costs. A £5.00 surcharge will be applied for every 5 minutes after 6.00pm that you are late. We close the nursery for the festive break at 1.00pm (please refer to our parent/carer program for yearly dates) and return on 2nd January (when the 2nd is a weekday) or the next weekday after that.

Sessions

At **Little Blue Door**, we believe it’s essential that your child makes the most of their early years. To ensure this, we require a **minimum attendance of three sessions per week**, which must include either a **Monday or a Friday**. All sessions are subject to availability.

For any session amendment requests to vary your child’s date and weekly session pattern a Session Pattern Amendment Form must be completed. The Nursery Manager will advise whether the requested changes can be accommodated,

subject to availability. Please note that we do not currently allow sessions to be swapped on an ad hoc basis. Amendments are not agreed until confirmed in writing by the Nursery Manager and changes will only be accepted at the sole discretion of **Little Blue Door**.

Funding

We are registered for Early Years Funding Entitlement (EYFE), please request our Funding Policy for further information. The terms of our Funding Policy are incorporated into this agreement. In the event that the terms of the Funding Policy are not complied with then this may result in termination of your place at **Little Blue Door** as set out in the Funding Policy.

Particular terms in the Funding Policy to be aware of are the fact that funding cannot be claimed if you lose your eligibility for funding and/or you do not provide the code in time for **Little Blue Door** to claim your funding. In the event that **Little Blue Door** does not receive funding payments on your behalf then you will be invoiced at the full session price for all sessions where funding cannot be claimed. Please see the Funding Policy for full details. Parent/carers remain responsible for fees if Early Years Funding Entitlement (EYFE) rules change.

Fees

Early Blue Doors* 7.30am	£7.00
School Day 8.00am – 4.00pm	£78.00
Full Day 8.00am – 6.00pm	£89.00
Full School Day Week 8.00am – 4.00pm	£365.00
Full Day Week 8.00am – 6.00pm	£400.00

All discounted fees apply to non-funded sessions only

- Fees are reviewed annually and any increases take automatic effect from 01 April.



Payment

Invoices are issued mid-month, with payments due a month in advance of the invoiced sessions in accordance with the fees set out in these terms and conditions. We may charge interest on overdue fees at 3% above the Bank of England base rate.

If your child attends extra sessions, you will be invoiced for these separately and in addition to your child's standard sessions. Invoices are due for payment upon receipt unless otherwise stated on the relevant invoice.

Fees are payable for 51 weeks of the year in accordance with invoices issued. This is the case during the year regardless of any period of absence from the nursery whether due to sickness, holidays, bank holidays or otherwise as our staffing costs remain the same. **Little Blue Door** is closed between Christmas & New Year and you will not be charged for this period.

Failure to comply with agreed payment terms may result in **Little Blue Door** suspending care services with immediate effect and we reserve the right to do so at our sole discretion.

Leaving for School

When your child is due to leave for school, we will assume that your child's last day will be at the end of August (31st or the last session prior to that date) unless you inform us otherwise. We ask that you inform us by the 31st of January in their penultimate year.

Termination

We require two calendar months' written notice should you wish to leave **Little Blue Door** and terminate your agreement with us. This means that your agreement and payment obligations to us will not end until two calendar months after the day on which you contact us in writing (addressed to the Nursery Manager) to cancel your child's place. You remain liable for paying any fees due throughout the notice period whether or not your child attends.

We reserve the right to terminate a nursery place with immediate effect and without notice at our sole discretion including, but not limited to, where:-

- **you breach our terms and conditions or policies;**
- **you owe outstanding fees;**
- **we consider termination to be in the best interests of Little Blue Door, our staff, other children at the nursery or for the welfare of your child.**

Limitation of Liability

Little Blue Door accepts no liability for any loss suffered by the parent/carer as a result, whether directly or indirectly, of the non-admittance of children to the nursery for any reason and/or from the temporary closure of the nursery. We do not accept liability for an adverse reactions or symptoms arising from medical conditions or medication nor for any incidents or accidents which take place at **Little Blue Door**, unless found in a court of law to be a result of negligence. We also do not accept liability for any economic loss; loss of profits, loss of property or damage to property, suffered by the parent/carer on our premises or in connection with the contracted services provided. Nothing in these terms and conditions excludes our liability for any matter which it would be unlawful for us to exclude liability for.

Immunisations

All children who attend **Little Blue Door** will be expected to have all the current immunisations up to date. Please do make us aware if these are not up to date.

Accident/incident

We reserve the right to administer basic first aid and treatment when necessary. Parents/carers will be informed of all accidents and be required to sign an accident form. For an accident of a more serious nature involving hospital treatment, all attempts will be made by the nursery team to contact the parents/carers. Failing this, we will act on behalf of parents/carers and authorise necessary treatment and by registering your child you confirm your agreement to this.

Allergies/dietary requirements

Parents/carers may be asked to provide the nursery with a doctor's note for any food or medicine allergy or any other circumstances that may cause your child to have an allergic reaction. Parents/carers must provide details of the severity/allergy and must continue to inform us of any changes/progress to the condition in writing immediately when they become aware. Parents/carers are also asked to complete an allergy card that will be clearly displayed in your child's room as well as the kitchen. Please be aware that it may not be possible to cater for all dietary needs. Where we feel we are unable to support your child's dietary needs, we will arrange a meeting with the Nursery Manager so that we can work together to agree a workable solution for all. Please note that if we feel we aren't able to cater for your child's dietary needs, we may ask you to provide a well-balanced and/or allergy friendly lunch box; if this is the case the fees for your child's attendance will remain the same.

Medication

We will administer prescribed medication if the Parents/ carers sign a medicine consent form. However, the first dose of medicine must be given at home, at least the day before, and parents/carers must take home medicines at the end of the day. We accept no responsibility for children contracting a contagious disease/infection. If your child is suffering from a contagious illness you should not bring them to the nursery until the illness has passed. Parents/carers are asked to inform the nursery if their child is suffering from any illness, sickness or allergies before attending the nursery.

We have a realistic attitude to the needs of working parents/carers, but we reserve the right to contact parents/carers if a child becomes ill during nursery hours.

We will only ever administer Calpol once in any given session, if your child's temperature remains high or he/she still appears unwell, you will be asked to collect your child. Please refer to **Little Blue Door** periods of exclusion policy for further information regarding specific illnesses.



Events outside of our control (Force majeure)

Little Blue Door is neither responsible nor liable for any temporary interruption to or temporary failure/delay in providing nursery care provision, nor will our agreement with you be voided where that failure or delay results from any cause that is beyond our reasonable control. Examples include, but are not limited to:- power failure, Internet service provider failure, strikes, lockouts or other industrial action by third parties, riots and other civil unrest, fire, explosion, flood, storms, earthquakes, subsidence, acts of terrorism (threatened or actual), acts of war (declared, undeclared, threatened, actual or preparations for war), infectious disease, epidemic or other natural disaster, lockdown by Government or Local Authority order, or any other event that is beyond our reasonable control.

Please note that in the event that **Little Blue Door** is unable to perform its obligations due to an event outside of its control, it retains the right, in its sole discretion, to charge such fees as we deem reasonable in the circumstances to cover our continuing direct and indirect costs during the closure period.

Non-Solicitation of staff

The parent/carer should not solicit or entice away or seek to entice away from **Little Blue Door's** employment any person employed by **Little Blue Door**, either at the date of termination of this agreement or within 6 months following termination of this agreement.

By signing this agreement, the parent/carer agreed that in the event that they breach this clause they will be liable to pay **Little Blue Door** a sum equal to two months' salary of the employee. Parents/Carers using **Little Blue Door** staff for babysitting services outside of their working hours, do so according to their own contracts and arrangements and will not be held liable for any loss or damages incurred as a result of such arrangements.

Security

At **Little Blue Door** we operate a biometric entry system. Under no circumstances, will a child be able to leave the nursery with anyone unknown to the nursery team unless the parent/carer has previously arranged this. If the person picking up is not registered on our biometric system, we will operate a password or photograph system for entry into the building.

Our team has a responsibility to contact the local Safeguarding Authority should we have a concern that a child in our care may be the subject of any signs of abuse. This might be done with/ without informing the parent/carer, if it is in the best interests of the child to do so.

We operate all security systems in accordance with relevant legislation and our Data Protection Policy, a copy of which is available upon request.

Photographs/Tapestry

We may display pictures of your child's work and photos of them around **Little Blue Door**.

General

Your registration form, these terms and conditions and the policies linked within them represent the entire agreement between the parties. These terms and conditions are subject to English Law and to the exclusive jurisdiction of the English Courts.

Confirmation of acceptance of terms and conditions

By signing below you acknowledge that you have read, understood and agreed to be bound by these terms and conditions, including any updates or changes to the terms and conditions that may occur from time to time. **Little Blue Door** reserves the right to unilaterally amend or vary these Terms and Conditions at any time and without notice. This policy should be read in conjunction with the **Little Blue Door** Terms & Conditions, Admissions Policy and Funding Policy. In the event of any inconsistency, the Terms & Conditions take precedence.

Name: _____

Signed: _____

Date: _____

