



Early Years Fees & Funding Policy

At Crazy 4 Kids we strive to make the fees and funding as 'transparent' as possible, providing detailed invoices and statements monthly. Each month an invoice will be generated for your child which you will receive via email. Full payment details are contained within the invoice. If you would like to pay by Childcare Vouchers, please refer all queries to the office via email info@crazy4kids.co.uk.

Government Funded Places

1. The Free Entitlement is designed to offer every 3 and 4 year old child, irrespective of background, access to Early Learning and Childcare Provision before reaching compulsory school age.
2. The Free Childcare and Education for 2 year olds is designed to offer all eligible, approved 2 year old children up to one year of Early Learning and Childcare Provision.
3. Families will not be required to pay any fee for any element of their child's Free Childcare and Education or Free Entitlement, either directly or indirectly or have any financial condition imposed as part of the acceptance of a child into the place.
4. Families will not be charged in advance for the Free Childcare and Education for 2 year olds or the Free Entitlement even where the charges are to be refunded at a later date.
5. The extended entitlement (30 hours) for 3 and 4 year old children is designed to offer all eligible approved 3 or 4 year old children an additional 15 hours over and above their free entitlement. Parents need to apply for a DERN number prior to the start of the term which the child first turns eligible in.
6. Every eligible child is entitled to access a maximum of 570 or 1140 hours of Free Childcare and Education or Free Entitlement across three Funding Blocks in a year following the term after the child's Birthday, on the following basis:
 - A maximum of 15 hours per week over a minimum of 2 days per week
 - A maximum of 10 hours in a single day
 - A minimum of 2½ continuous hours in any one day
 - Take all or part of their Free Childcare and Education for 2 year olds or Free Entitlement at a single setting or a maximum of two settings (including Maintained Sector schools).

NB: If you allow your child to start to access childcare at Crazy 4 Kids but then withdraw them prior to signing the Parental Declaration you will become liable to pay for all services accessed up to the date of withdrawal.

If your child attends additional hours to their government funded hours, parents are liable for these costs and a monthly invoice will be generated.

Payments

- Fees are charged either on a daily, sessional or hourly basis and charged monthly in advance with monthly invoices being generated in the third week of every month for the preceding month and payment required within 7 days; please see your invoice for payment due date.

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- Fees must be paid either by Bacs, Childcare Voucher or Taxfree Childcare (TFC). It is the Parents responsibility to provide Crazy 4 Kids the TFC Reference Number of each child in order to facilitate the allocation of payments.
- If the fees are not paid by the due date, the Registered Provider has the right to issue an outstanding balance charge (£25) and a formal warning to the parent/carer to inform them that this will result in their child's place at the being cancelled.
- Parents/carers are encouraged to speak to the Finance Manager if they have any query about the fees policy, or if for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

Debt Recovery

Where fees are overdue, Crazy 4 Kids Reserve the Right to pass this debt over to our Debt Recovery Company or pursue it through the County Court with costs for the recovery being passed over to the Parent / Carer along with any outstanding balance fees.

Working Tax Credit (Childcare Element)

Where a family / Parent is in receipt of the above to help toward their childcare costs and 'fall' into arrears, Crazy 4 Kids reserves the right to notify HMRC. This could result in the tax credits being suspended and HMRC requesting repayment.

Refunds

Where a Parent / Carer generates a credit balance with Crazy 4 Kids this will be carried forward to the next calendar month and will stay 'on account' for the duration of the child's place at Crazy 4 Kids. Credit balances will only be repaid where the Parent / Carer has cancelled their child's place with Crazy 4 Kids on a permanent basis. Any fees paid to Crazy 4 Kids through a Childcare Voucher scheme will be refunded back to the Childcare Voucher Company and not to the Parent / Carer.

JULIE NORRIS

REGISTERED PROVIDER

Dated: August 2018

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