



Fees Policy OOSC

At Crazy 4 Kids, we strive to keep the fees as 'transparent' as possible, providing detailed invoices and statements monthly. Fees are charged either on a daily or sessional basis and charged monthly in advance with monthly invoices being generated in the third week of every month for the preceding month and payment is required within 7 days (date will be on your invoice). For any bookings received after the invoice 'run', invoices will be generated upon booking and will be due immediately.

Sessions booked and confirmed will not be adjusted or refunded for any period of absence due to illness, holiday or school trips. Fees will be payable from the first day of the school term regardless of whether the child is on holiday or is within a 'staggered' intake period, in order to retain your child's place. If you do not wish to pay the retention, we cannot guarantee a place will be available when your child is due to start mid-term.

The various payment methods available are as follows: -

1. Pay your account in full within the 7 days by Bank transfer, Childcare Vouchers or by Debit or Credit Card via the office fees apply
2. Pay via Taxfree Childcare account (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.
3. Monthly standing order directly to us; prior agreement required, please contact the office.
4. For one off bookings, payment in full at time of booking (see point 1) or by cash directly to the setting prior to your child attending.
5. We try and avoid taking cash payments for full fees however, under exceptional circumstances we may agree to payment by Cash, but it is your responsibility to obtain a receipt from your Setting Manager / Supervisor.

Failure to pay your account on time will result in your childcare place being suspended or cancelled. An outstanding balance fee of £25 will be added to your account for any amounts still 'due' when the next invoice is generated, and your child's place will be cancelled. Crazy 4 Kids Reserve the Right to pass any debt over to our Debt Management Company or via the County Courts with costs for the recovery being passed over to the Parent / Carer.

NB: Holiday club places require payment upon booking and once confirmed cannot be cancelled or refunded.

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.

Dated: August 2018

Review Date: August 2019

Version 1



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 a child's place at Crazy 4 Kids. Credit balances will only be repaid where a 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: April 2018~~

~~Review Date: April 2019~~

Dated: August 2018

Review Date: August 2019

Version 1