



## **Fees & Funded Early Years Policy**

At Crazy 4 Kids we strive to make the fees and funding as 'transparent' as possible, providing detailed invoices monthly. Each month an invoice will be generated for your child which you will receive via email (unless requested in a different format). Full payment details are contained within the invoice.

### **Government Funded Places (3 & 4 year olds)**

1. The Government Funded Universal Entitlement is designed to offer every eligible 3 and 4 year old access to Early Years Teaching & Learning of 570 hours per year, before reaching compulsory school age.
2. The Government Funded Extended Entitlement is designed to offer a further 570 hours per year to funded 3 and 4 year olds giving a total of 1140 hours per year to those families who are eligible.
3. Funding is accessed across three Funding Blocks in any one year following the term after the child's 3rd Birthday, on the following basis:
  - A maximum of 10 hours per day
  - A minimum of 3 continuous hours in any one day
  - Can be taken term time (38 weeks) or over a full year (51 weeks).
  - Can be used at a single setting or split over a maximum of two settings (including Maintained Sector schools).
4. It is a statutory requirement that A Parental Agreement is signed before your child starts with Crazy 4 Kids and before each new funding block; your child will not be confirmed a place until this paperwork has been received.
5. Government Funding covers your Funded Hours only, it does not cover costs for additional hours, consumables, snacks or any meals; you will be invoiced for this.

### **Government Funded Places (2 year olds)**

1. The Government provides funding for eligible 2 year olds to access Early Years Education of 570 hours per year.
2. Funding is accessed across three Funding Blocks in any one year following the term after the child's 2nd Birthday, on the following basis:
  - On the production of a valid 2 year old Funding Code / Eligibility Code
  - A maximum of 10 hours per day
  - A minimum of 3 continuous hours in any one day
  - Can be taken term time (38 weeks) or over a full year (51 weeks).
  - Can be used at a single setting or split over a maximum of two settings (including Maintained Sector schools).
3. It is a statutory requirement that A Parental Agreement is signed before your child starts with Crazy 4 Kids and before each new funding block; your child will not be confirmed a place until this paperwork has been received.
4. Government Funding covers your Funded Hours only, it does not cover costs for additional hours, consumables, snacks or any meals; you will be invoiced for this.

Dated: February 2020

Reviewed May 2020

Review Date: February 2021

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## **Extended Absence**

If your child is going to be absent due to holiday or medical needs for more than 2 weeks, please notify your setting immediately. Government Funding does not cover places where the child is not in attendance and it is a Statutory Requirement that we log and report any absences of Funded Children.

No refund will be given for any period of absence by your child due to illness, isolation due to Covid-19, family holidays, school trips or outings.

## **Invoicing**

Fees are charged either on a daily, sessional or hourly basis and charged monthly in advance. Monthly invoices are generated around the 15th of every month, for the preceding month with payment due by the 1<sup>st</sup> of the month.

Please see your Setting Price Schedule for a full list of fees and charges applicable. Fees are reviewed annually with any increases being implemented 1 April. You will receive notification of any increase in fees one month before the proposed increase.

Your invoice will be broken down to contain the number of Government Funded hours for that month and any additional fees or charges to be paid. Your invoices can be viewed within your account on our software system FAMILY.

## **Methods of Payment**

- Bacs Transfer
- Childcare Vouchers
- Tax Credits
- Student Bursary
- Debit or Credit Card (a fee will apply)
- Standing Order
- Fees can be paid via a Taxfree Childcare (TFC) account.

NB: It is the Parents responsibility to provide Crazy 4 Kids with the TFC Reference Number of each child in order to facilitate the allocation of payments.

*\*Your child's place will be at risk if you fail to pay your invoices on time\**

The Finance Team has the right to issue an outstanding balance charge of £25 if the previous months invoice has not been cleared at the time of generating the next month's invoice.

Parents/carers are encouraged to speak in the first instance, to their Admissions Administrator if they have any query about their charges. If for any reason, you are likely to have difficulty in making a payment on time, please contact the Finance Team. Parents/carers are strongly advised to discuss any issues as soon as they are aware.

## **Debt Recovery**

Dated: February 2020

Reviewed May 2020

Review Date: February 2021

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Where fees are overdue, Crazy 4 Kids Reserve the Right to pass this debt over to our Debt Recovery Company (BFL) 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 Parent / Carer 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 refunded 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.

If you require any further information please contact either, your setting Admissions Administrator or the Finance Team at Head Office who will be happy to assist you.

Head Office –

T: 01536 680101

E: [info@crazy4kids.co.uk](mailto:info@crazy4kids.co.uk)

Finance – [finance@crazy4kids.co.uk](mailto:finance@crazy4kids.co.uk)

JULIE NORRIS

REGISTERED PROVIDER

Dated: February 2020

Reviewed May 2020

Review Date: February 2021

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