



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) and can also be viewed in our FAMILY software. 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 - 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 - 4-year-olds giving a combined 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 7 hours per day
 - A minimum of 3 continuous hours in any one day
 - Can be taken term time (38 weeks / 30 hours) or over a full year (51 weeks / 22 hours).
 - Can be used at a single setting or split with one other setting (including Maintained Sector nursery schools).
4. It is a statutory requirement that A Parent Carer Contract is signed before your child starts with Crazy 4 Kids and before each new funding block; your child's place will not be confirmed until this paperwork has been received. Failure to sign your Parent Carer Contract agreement may result in your funding being suspended and you being liable for any fees.
5. Government Funding covers your Teaching and Learning hours only, it does not cover costs for additional hours, meals or any additional external or internal activities; you will be invoiced separately for this.

Government Funded Places (2 year old)

1. The Government provides funding for eligible 2-year-old 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 7 hours per day
 - A minimum of 3 continuous hours in any one day
 - Can be taken term time (38 weeks 15 hours) or over a full year (51 weeks 11 hours).
 - Can be used at a single setting or split with one other setting (including Maintained Sector nursery schools).
3. It is a statutory requirement that A Parent Carer Contract is signed before your child starts with Crazy 4 Kids and before each new funding block; your child's place will not be confirmed until this paperwork has been received. Failure to sign your Parent Carer Contract agreement may result in your funding being suspended and you being liable for your child's fees.



4. Government Funding covers your Teaching and Learning hours only, it does not cover costs for additional hours, meals or any additional external or internal activities; you will be invoiced separately for this.

Extended Absence

If your child is going to be absent due to holiday or medical needs for more than 3 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 for LA auditing purposes.

No refund will be given for any period of absence by your child due to illness, 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 1st of the month.

Please see your Setting's Pricing Schedule for a full list of fees and charges applicable. Fees are reviewed periodically and 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 and any additional fees or charges to be paid by yourself. Your invoices can be viewed within your account on our software system FAMILY.

Methods of Payment

- Bacs Transfer
- Childcare Vouchers
- Student Bursary
- Standing Order
- Taxfree Childcare (TFC) account.

NB: It is the Parent's responsibility to provide Crazy 4 Kids with the TFC Reference Number of each child 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 £30 if the previous months invoice has not been paid in full by the due date.

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 (finance@crazy4kids.co.uk). Parents/carers are strongly advised to discuss any issues with paying as soon as they are aware.

Debt Recovery

Where fees are overdue, Crazy 4 Kids Reserve the Right to pass this debt over to a 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.



Universal Credit (Childcare Element)

Where a Parent / Carer is in receipt of Universal Credit 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 or TFC account will be refunded back to the provider and not to the Parent / Carer.

If you require any further information, please contact your setting Admissions Administrator who will be happy to assist you.

JULIE NORRIS

REGISTERED PROVIDER

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