



Fees & Government Subsidised Early Years Places Policy

At Crazy 4 Kids we strive to make the fees and funding as 'transparent' as possible.

Price Lists and Sessions

Each site has a bespoke price list which sets out the sessions we offer, along with the applicable fees.

We offer funding over either a full day or a school day.

We reserve the right to close for one staff training day per year.

Invoicing and Payment Terms

Fees are charged monthly in advance and in accordance with your setting's Pricing Schedule.

- Monthly invoices are generated around the 15th of each month.
- Payment is due by the 1st of the month to which the invoice relates.

Fees may include:

- Charges for additional sessions
- Voluntary contributions for snacks, cooked lunches, and tea

Parents who wish to opt out of voluntary meal contributions must provide suitable alternatives. Any alternatives must comply with our Food Policy and Safer Eating policies.

Fees are reviewed periodically, and we will endeavour to provide one month's notice of any changes.

Your invoice will clearly show:

- The number of Government funded hours claimed
- Any additional fees or charges payable

Invoices are available via your FAMILY account.

Government Subsidised Places

There are three types of Government Subsidised funding that parents may be eligible for:

1. Universal Entitlement

Provides all 3- and 4-year-olds with up to 570 hours per year of Early Years Education and Childcare before reaching compulsory school age.

2. Two-Year-Old Entitlement

Available to eligible 2-year-olds from families receiving certain forms of Government support (previously known as disadvantaged entitlement), providing up to 570 hours per year.

3. Working Parent Entitlement

Available to eligible children aged 9 months up to compulsory school age, providing up to 1,140 hours per year.

Eligibility can be checked and applications made via the Best Start in Life website.



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Funding Blocks

Funded Early Education and Childcare is delivered across three funding blocks:

- Spring (1st January to 31st March)
- Summer (1st April to 31st August)
- Autumn (1st September to 31st December)

Funding blocks are not the same as school terms.

Children become eligible in the funding block following the one in which they reach the qualifying age (9 months, 2 years, or 3 years).

Children may attend:

- A maximum of 15 or 30 hours per week (depending on entitlement)
- A maximum of 10 hours in a single day
- A maximum of two Early Years Providers in one day (both providers must offer the same funding model to claim)

Working Parent Funding Codes (DERN)

A valid Working Parent Funding Code (DERN number) must be provided before the start of the relevant funding block:

- 31 August for Autumn Block
- 31 December for Spring Block
- 31 March for Summer Block

The DERN must be reconfirmed every three months. It is the parent's responsibility to ensure reconfirmation is completed before the eligibility end date.

If funding is not received from the Local Authority for any reason, fees will be charged. This will be discussed with parents prior to amending the booking to remove funded hours and will be applied retrospectively from the date the funding ceased.

What Government Funding Covers

Government funding covers Early Years Education and Childcare entitlement hours only. Funding does not cover:

- Meals
- Additional internal or external activities
- Additional hours beyond your funded entitlement

These services will be offered separately and clearly itemised on your invoice.

Claiming Government Subsidised Funding

At Crazy 4 Kids, we work closely with parents to claim Government funding. Crazy 4 Kids offer funding either over a full day or a school day. Please refer to your site's Price list.

Parent Responsibilities

Parents/Carers must:

- Complete a parental contract for each funding block
- Submit required documentation via Funding Loop



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- Ensure the contract is completed before the child takes up a funded place and at least 1 week before the start of the funding block.
- Reconfirm Working Parent eligibility where applicable
- Ensure their child attends funded sessions as booked (ad hoc sessions cannot be funded)
- Notify the setting promptly of any absences, including the reason. Government funding does not cover non-attendance. We are legally required to log and report absences of funded children. Funding may be withdrawn where there are extended or repeated absence.

Crazy 4 Kids Responsibilities

We will:

- Remind parents of Working Parent reconfirmation dates
- Check parental contracts and supporting documentation
- Submit funding claims on your behalf
- Communicate any issues relating to funded hours
- No refund will be given for periods of absence due to illness, holidays, outings, or closures beyond our control.

Methods of Payment

We accept:

- BACS transfer
- Childcare Vouchers
- Student Bursary
- Tax-Free Childcare (TFC)

It is the parent's responsibility to provide the correct TFC reference number for each child to enable payment allocation.

Failure to pay invoices on time may result in your child's place being at risk.

An outstanding balance charge of £30 may be applied if an invoice remains unpaid after the due date.

Parents/carers should contact their Admissions Administrator with any invoice queries. If you anticipate difficulty making payment, please contact the Finance Team at finance@crazy4kids.co.uk as soon as possible.

Debt Recovery

Where fees remain unpaid, Crazy 4 Kids reserves the right to refer the debt to a Debt Recovery Company or pursue recovery through the County Court. Any recovery costs will be added to the outstanding balance.

Universal Credit (Childcare Element)

Where a parent/carer receiving Universal Credit (Childcare Element) falls into arrears, Crazy 4 Kids reserves the right to notify HMRC. This may result in payments being suspended and HMRC requesting repayment.

Refunds

Dated: April 2025

Review Date: April 2026

Version 8



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Credit balances will be carried forward to the next calendar month and remain on account while your child attends Crazy 4 Kids.

Refunds will only be issued where a child's place has been permanently cancelled.

Payments made via Childcare Vouchers or Tax-Free Childcare will be refunded directly to the voucher/TFC provider, not to the parent/carer.

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

JULIE NORRIS

A handwritten signature in black ink, appearing to read 'JN-8'.

REGISTERED PROVIDER