



### **Fees Policy Aug / Sept 2020**

Fees charged to parents are calculated after deducting the grant the Department of children and youth affairs have approved for the current term under the CCS, ECCE and CETS schemes when this applies. A part time place is currently €125.00 and a full time place €250.00 before any deductions are made.

A Parent /Guardian must complete a Placement form before a child /Children starts attending the crèche. If you are entitled to Subvention, ECCE or CETS you will be asked to provide evidence of this when completing the Placement form .This will determine how much your weekly fee will be and also how much you need to pay in advance of your start date. You are required to pay two weeks fees in advance (Maximum advance payment €250.00) by postal order or cheque. We require two weeks' notice if you are leaving the Creche before the end of term, you will be asked to complete and sign a termination form in the crèche. Your advance payment will be used to cover your fees when you have given two weeks' notice or the last two weeks of your child's term. Any money due back to you will be issued after your termination date by Cheque from the accounts office

Parents are responsible for ensuring that fees are paid in full and on time, regardless of whether financial assistance is being applied (i.e. Community Welfare Officer ) except for CCS (subvention) ECCE ( free preschool )and CETS Grants which are paid directly to the Service.

Weekly payment of fees is to be made on the first Thursday of the week your child attends and every Thursday thereafter by standing order. The fee also applies during your child's settling in period. For security reasons cash cannot be accepted.

Failure to pay fees will result in the service being withdrawn and your child's place being re-allocated. If you experience difficulty making your crèche fees please speak to the staff member who deals with payments in your crèche without delay.

If fees are outstanding after two weeks, the service may be withdrawn and your child's place re-allocated without further notice.

Fees are payable even if your child does not attend for reasons of sickness, holidays etc with the exception of Christmas when the service is closed for holidays or on weeks the Childcare Scheme you are availing of is not offered . To hold your child's place during sickness or holidays, please inform the crèche within 3 days. Failure to do so could result in the service being withdrawn. It is important that you inform the crèche of any changes in circumstances during the term that may affect your Childs attendance or fees.

The Management reserves the right to review fees every six months