Fees Policy

**Policy Statement**

The management of fees in Cairdeas reflects both the need to offer high standards of practice and affordability to parents and to ensure the long-term sustainability of the service.

This policy is underpinned by the National Standards for Preschool Services 2010, the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Equal Status Acts 2000-2012

**Fees and Billing**

Fees are payable on a 48-week basis and all absences and holidays must be paid for. There is no exception to this rule.

All fees are payable in full weekly in advance directly into our bank account.

Each month both a statement of account and an invoice will be issued via email.

Full fees without any subsidy, grant or funding deduction are payable whilst any application for such subsidies are being processed and during any time these subsidies no longer apply or are withdrawn.

**National Childcare Scheme**

The scheme provides a subsidy for parents towards their childcare needs. The subsidy provided varies from family to family and is applied for by the parent/guardian through the portal [www.ncs.gov.ie](http://www.ncs.gov.ie). Once the application is complete parents/guardians will be advised of the number of subsidised hours they are entitled to. Cairdeas will then deduct the approved subsidy from the appropriate full weekly rate and calculate the fee payable by the parent/guardian.

**We do not offer childcare on an hourly basis for any of our fee-paying services.**

**Non Payment of Fees**

It is the parents/guardians responsibility to ensure that all fees due are paid up to date at the end of each month. If you are having difficulty paying your fees you should speak to the manager urgently to discuss a possible payment plan to ensure all outstanding fees are paid. However, should fees be outstanding for a period of more than one month we will be forced to cancel your childs place.

**Termination of Care**

If you intend to terminate your child’s care, one month’s written notice must be provided by the parent/guardian to withdraw a child.

Where the required notice period is not provided by the parent/guardian, one month’s fees will be due, and any deposit will be held in lieu of outstanding fees.

**Fees Review**

Fees are reviewed periodically by the Board of Directors of Kinnegad Community Childcare Clg. to ensure that sustainability, quality, staff costs and overheads are appropriately met.

Parents/guardians will be notified in writing via email a minimum of two months prior to any increase/change in fees.

**Discounts**

Cairdeas offers a sibling discount for two or more siblings attending our centre.

**Deposit**

On booking your child’s place you will be asked for a deposit of €50.

If a place has been booked and subsequently cancelled by you without notice, the deposit will be non-refundable.

If you leave the service without giving the required notice, the deposit will held in lieu of notice.

Where a balance of fees is outstanding, your deposit will be retained to cover the outstanding balance.

**Late Collection Fee**

A late collection fee will apply where a child is collected after the service closing time. A fee of €20 will be charged for each 15-minute period after closing time.

This policy has been adopted by the Board of Directors of Kinnegad Community Childcare

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

January 2023

Please sign and return with your enrolment pack

Childs Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Name (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Name (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_