

Parental Fees Policy

Principle

Williamstown Community Childcare Centre CLG operates as a not- for- profit Childcare Service. We strive to set our fees at a rate which enables us to ensure affordability for parents while maintaining the highest standards of childcare, in a happy and safe environment. We are committed to working closely with parents to achieve our goal.

General:

1. The Registration form includes an agreement to our fees policy, which must be signed by all parents.
2. All fees are payable through the bank to Williamstown Community Childcare Centre.
3. Receipts are issued in respect of all payments made.
4. All fees are payable weekly on the following Monday.
5. Full payment of fees is applicable under the following, but not limited to bank holiday, absence due to illness, appointments, holidays etc.
6. In the event of an imposed full-day closure due to adverse weather conditions or any other closure on behalf of the provider i.e. Status Red Warning, fees will not be payable.
7. A deposit of €30 is required to secure a child's place in the centre. This deposit will be refunded when the child takes up his/her place in the centre. The deposit is not refundable should you decide not to take up your child's place at our service.
8. A 'late collection fee, of €10.00 for every 15 minutes after allocated collection time, will be charged where children have not been collected at the agreed time. Parents/guardians should note that, due to legislative requirements under the Childcare Act 1991 (Early Years Services) Regulations 2016 and Children First - Child Protection, two members of staff are required to remain with the child/ children until collection.
9. A month's notice is required should your child wish to leave the service and two weeks payment made in Lieu of notice.
10. In the case of a long term, medically certified illness of a child please inform us of their likely return date and discuss any difficulties you may have with the fee, we will try our best to facilitate an arrangement.

Note: Children who are eligible for the free Early Childcare and Education Scheme (ECCE) are entitled to 3 hours per day, 5 days per week, for 38 weeks per year. 4 weeks' notice of leaving must be given for this Scheme.

Non-payment of Fees Procedure:

1. Parents/guardians will receive a statement within 1 week from date of invoice if fees have not been paid.
2. Debts will not be allowed accumulate for more than 2 weeks. Please appreciate that we must enforce this policy in order to ensure a continuation of our service to you.
3. Should a Parent not have cleared the debt following the 28-day period we, unfortunately, will be forced to suspend our service to you. On settlement, our service will be restored, and our Policy strictly applied.



If a Parent/Guardian encounters genuine difficulty in making payment then please request that Management be informed of your difficulty when, hopefully, a satisfactory arrangement can be reached if required on occasion.

Appendix 1

Abstract from Enrolment Form relating to payment of parental fees.

PAYMENT OF FEES

Session Required/Agreed Fees

Full Day _____

Part Time _____

Sessional _____

Agreed Fee per Week: € _____

Please do not exceed your contract hours to ensure staff/child ratios and staff breaks are not compromised.

Agreed Holidays

The Service will run all year round with the exception for two weeks at Christmas.

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3. Should a Parent not have cleared the debt following the 28-day period we, unfortunately, will be forced to suspend our service to you. On settlement, our service will be restored, and our Policy strictly applied.

We require one months' notice in writing before any changes can be made to this agreement or payment thereof.

I/We agree to pay the sum of _____ commencing _____ weekly in advance by Direct Debit.

Signed: _____ Dated: _____