

Fees:

- We participate in the Free Pre-School Year in Early Childhood Care and Education Scheme (ECCE Scheme) under the Office of the Minister for Children, Equality, Diversity, Inclusion and Youth (DCEDIY)
- We participate in the National Childcare Scheme which provides families with childcare cost subsidies
- A deposit of €50 is required to secure a place when offered. Deposits are refunded/contributed to month fee when ECCE registrations, before the end of October.
- Children enrolled in the ECCE scheme will receive free pre-school provision of 3 hours per day, 5 days a week over a 38 week period (term time).
- Optional extras are available (see Fee List below) at a charge of €30 per month for 10 months. Families who pay this monthly charge can avail of extended summer care free of charge in July (see dates on school calendar)
- Additional hours are available at a cost of €230 per month for 11 months for children availing of morning ECCE sessions. Parents/guardians are required to sign a Parent Agreement regarding fee payment
- Fees must be paid on the first of the month by standing order.
- A receipt will be issued upon request.
- Fee reminders are sent monthly to those who have missed a payment
- Fees are payable regardless of absences or holiday leave (unless there are extenuating circumstances which will be considered on a case-by-case basis)

Current fees:

ECCE only: €30 for 10 months

Additional hours: €230 per month for 11 months

Playgroup: €150 per month for 10 months

Bank details:

Edenmore Day Care Centre Ltd.

BIC:- BOFIE2D

IBAN:- IE69BOFI 90047114164823

Bank Of Ireland, Coolock Village.

(It is important that you put your child's name on the standing order details.)

Reviewing Fees:

Fees are reviewed annually by the management.

Parents/guardians will be informed by giving two months' notice of increase in fees.

Increase in fees each year will be related to the cost of living increases and/or exceptional cost circumstances.

Payments in relation to Holidays or Illness of the Child/Children:

- Parents/guardians will be required to pay for any days/weeks that their child/children do not attend the service.
- In the case of a long term, medically certified illness of a child, parents/ guardians are advised to keep in contact with the Centre on a regular basis. In this situation fees are still payable for the first calendar month. Further arrangements will be discussed with the Parent/Guardian and the Manager
- We need to notify Pobal if your child is absent for more than 20 consecutive days when in the ECCE programme. Any further absences will be charged at the ECCE rate.
- We need to notify Pobal if your child is absent for more than 8 consecutive weeks when using the NCS programme. Any further absences will be charged at the normal rate.
- There is no reduction in fees for Public/Bank Holidays.

Closure in Exceptional Circumstances:

In the event of the closure of the service in exceptional circumstances, that is beyond the control of the Management i.e. adverse weather conditions, fees will apply.

Late Collection of Child/Children from the Preschool:

Parents/guardians should note that due to legislative requirements under the Child Care Act 1991 (Early Years Services) Regulations 2016 and *Children First* – Child Protection Guidelines. Two members of staff are required to be with the child/children.

- Parents/guardians are advised to keep within their agreed time for collection of their child/children for the above reasons. We require that all children should be collected by the designated time in order that the service may follow health and safety practices to ensure that the service may close safely.
- Please see the Collections and Arrivals Policy and Procedure.
- There is a Late Collection Fee of €10 for every 30 minutes late.

Withdrawal of Children:

Parents/guardians sign up to agree in the Parents/guardians Fee Agreement Form that they will:

- Give notice, in writing that the child/children are leaving the service.
- Give four weeks' notice or pay four weeks of fees.
- Give four weeks' notice or 4 week of DCEDIY funding will be claimed.

- Management also reserve the right to request that the Parent/Guardian withdraw their child/children from the service if they are not 'settling in' or adapting to the environment. The Management agrees to give two weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.

Non-payment of Fees:

- Non-payment of fees may result in loss of placement.
- A text/email reminder of fees will be given to the parent if fees have not been paid by the end of the month.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.

2. ENROLMENT

