

Fees Policy

Principle

The management of parental fees in the service endeavours to reflect best practice with regard to the forecasting of the budget costs for the provision of a quality early years' service and to ensure the long term sustainability of the service.

Childcare Act 1991 (Early Years Services) Regulations 2016 (Síolta Standard 10: Organisation) (National Standard 1: Information, National Standard 2: Contract)

Statement of Intent

This policy applies to all parents/guardians who use our service for their children.

Policy and Procedure

The following practices set out our Fees Policy.

General Fee Payment Information

Parents/guardians are required to sign a Parent Agreement regarding fee payment

- Parents/guardians pay a €100 deposit fee during enrolment process, to be reimbursed after four weeks of the kindergarten year, payable in cash.
- The deposit is non-refundable if the child/children withdraws from the service before or within the first four weeks after start of term. withdraws from the service before or within the first four weeks after start of term
- Fees can be paid weekly or monthly, by bank transfer or standing order.
- A receipt of payment will be issued upon request.
- There are extra fees for certain Kindergarten events, details of which will be provided in advance.

Reviewing Fees

- Fees are reviewed annually by the management.
- In case of a fee increase, parents/guardians will be informed by receiving a notice prior to the increase.
- Increase in fees each year will be related to the cost of living increase 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/ week's that their child/children do not attend the service.
- In the case of a long term (exceeding 4 weeks), medically certified illness of a child, parents/guardians are advised to keep in contact with the manager on a regular basis. Further arrangements regarding the payment of fees will be discussed with the Parent/Guardian.

- In the case of a long term (exceeding 4 weeks) travel we require the parent to give us 6 weeks' notice. In case the length of stay is within the 4 week time frame, full fees will apply.
- 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, staff absence due to illness, fees will apply.

Late Collection of Child/Children from the Burren Sonas

- Parents/guardians are advised to keep within their agreed time for collection of their child/children. 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.
- In the event of late collection extra charges may apply.
- In the event of repeated late collection extra charges may apply.
- Please see the Drop-off Collections Policy.

Withdrawal of Children from the Service

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

- Give a 4-week notice, in writing that the child/children are leaving the service.
- In case the child is leaving the service within the 4 week notice time-frame the Management reserves the right to request a payment of monthly fees.
- Management reserves the right to request the Parent/Guardian withdraw their child/children if they are not benefiting from the service. The Management agrees to give two weeks' notice to the Parent/Guardian so they can make alternative arrangements.

Non-payment of Fees

- Fees should be paid on or before the 15th of every month
- Non-payment of fees may result in loss of placement.
- A verbal reminder is issued after 1 weeks missed payment
- A written reminder is issued after 2 weeks missed payment
- After three weeks, unless a payment schedule is agreed, the childcare place could be suspended and the parent (s) have 4 weeks to make payment or the place is forfeited
- If parent/guardian wishes to take up a place again for that child or a sibling the arrears must be paid.
- A full list of those in arrears will be brought to the Board of Management twice in the

year, for consideration for legal action.

- Delays in payments can be discussed in advance and agreed with management.

Dear Parents and Guardians,

Thank you for taking the time to read our Policies Document.

Please complete the information below as necessary.

Name of Parent/Guardian 1

Name of Parent/Guardian 2

Date folder received by Parent/Guardian

Parent Declaration.

I have read, understand and agree with the Child Protection and Welfare Policies of Burren Sonas Kindergarten in their entirety without amendment.

Signature of Parent/Guardian 1

Date _____

Signature of Parent/Guardian 2

Date _____

Person Responsible: Blandine Mahfouf

This policy was adopted by Burren Sonas Kindergarten on:

01 December 2024

Signed by: _____



Chairperson on behalf of

Management Review date: