

**FEES POLICY 2023**

# Preschoolers

We are currently contracted by POBAL to partake in the **ECCE** scheme, for eligible children. The scheme entitles you to three free preschool hours per day (9.30am – 12.30pm) 5 days a week, 38 weeks a year. As the free ECCE funding only covers 3 hours per session we have, therefore, introduced a low-cost top-up fee to accommodate an extra 30 minutes per day from (9 - 9.30am). This fee will be €13.15 per week. It is completely optional but we would encourage everybody to take up the extra half hour from September as it will allow your child to get the most out of all that we can offer. This will also ensure that we can keep our high staff ratio in the classes.

We also offer the **NCS** scheme and can provide reduced rates based on the subsidy amount your child has been allocated. These are calculated based on the hourly rate and are payable per month as with all other fees. The different options on offer (subject to availability) are outlined in our price lists and we cannot offer ad hoc hours to individuals. Any change in subsidy rate will result in a change of fees.

**NB: It is the responsibility of the parents to advise us of any changes with their NCS chick codes as soon as possible. Failure to do so will result in you being liable for any fees that are not covered due to expired codes/reduction in subsidies.**

We provide a Breakfast Club and Lunch Club option for Pre-schoolers. These places are limited and must be booked in advance on a first come, first served basis. We also have a limited number of full-time places available for Pre-schoolers with ECCE portion deducted or children under ECCE age. All of the above options are outlined on our price list and must be booked and signed for at the beginning of the school year.

**Camps**

We run camps during Mid-terms, Halloween, Easter and six weeks during the Summer following the end of the school term (exact dates vary). Parents have the option of signing up for all camps or booking them separately but places are not guaranteed unless you have signed up for our 12 month option. No refund will be given if your child misses any camp days/weeks once you have chosen the 12 month option. Camps can also be booked on an ad hoc basis throughout the year via our website or parent app. NCS can only be used for the 12 month camp option.

**Fee payments Terms & Conditions:**

* On booking a place in either Preschool or Afterschool, a deposit of €100 per child must be paid on completion of booking form. If no deposit is paid, your place is not secured (should it be offered) and may be given to the next child on the list. Deposits are non-refundable should you be offered a place for your child and then choose not to take it. Deposit will be returned to you should we be unable to offer a space. Any deposits paid will be deducted from the last month’s fees on leaving our services or returned once the child is registered on the hive if no fees apply (e.g. ECCE only hours). The payment of a deposit is not a guarantee of a space. Spaces are offered out in the January before the child starts.
* All fees are payable in advance at the beginning of each month via our parent app only when an invoice is sent to you. The app must be downloaded prior to your child starting with us and your payment card added to the wallet section of the app. Fees are based on the number of days & weeks in that month so will fluctuate accordingly. Payment must be made promptly each month. We reserve the right to refuse to accommodate children whose fees are in arrears. Parents with overdue fees will be sent three reminders via Blossom. Arrears of more than 1 month will be reminded by an email and a text message. If arrears remain after this reminder, we will be forced to withdraw our services until payment is made. If persistent arrears occur, then care with be permanently withdrawn for a family.

* One month’s written notice must be given for any reduction of hours or cessation of service and current fees will apply until that notice has lapsed. Failure to give one month’s notice of cessation will result in forfeiting your deposit. Any change in attendance is subject to approval by the manager. Where the requested hours are unavailable, children will be added to the waiting list.
* Our fees are charged only for days that we are open. Closure days as per our calendar and bank holidays are not charged for.

* Fees will remain due when children are absent for any reason including illness, holiday, appointments, etc. Fees are also due if the service has an unforeseen closure. The service will close if it is deemed by management to be unsafe to open (Eg: extreme staff shortages, severe weather, etc)

* Children must be collected promptly when their session ends. There will be a late collection fee of €15 for the first 10 minutes of late collection, €25 for the next 10 minutes & €35 for the next 10 minutes. This is payable directly to the two staff who have remained behind with your child and will be added to your invoice.
* Any extra sessions that a child attends that is not covered by their normal booking will incur an additional fee and will be added to their invoice.
* We operate a sibling discount of 5% per child for the first two children in a family. We also operate a staff discount of 100% of fees but require staff to apply for the ncs scheme for their child/children.
* Where a child is commencing primary school in September following their final preschool year, it is the parents responsibility that the child is booked in to afterschool as there is no automatic enrolment.