

2.4 FEES POLICY

Principle

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

The 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 the services of Kidology Childcare for their children.

Policy and Procedures

The following practices set out the fee policy for Kidology Childcare.

General Fee Payment Information

Parents/Guardians are required to sign an Agreement Form in relation to payment of fees.

- Fees are calculated over Term-Time 38 weeks of the year, less Good Friday and all standard school Holiday and include all Public and Bank Holidays within Term-Time.
- Fees are invoiced per calendar month and issued via email.
- Fees are payable in advance and due on the 1st of each month and must be paid by the 10th of each month.
- Fees must be paid by Standing Order or Electronic Fund Transfers (EFT). Cheques and cash may be accepted by prior arrangement with Management and must only be paid to the Services Manager or Accounts Manager.

Government Subsidies

- We offer the 2 years Free Pre-School in Early Childhood Care and Education scheme (ECCE Scheme) under the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). Children enrolled in full-time/part-time childcare services will receive free pre-school provision of 3 hours per day, 5 days a week over a 38-week period (Term-Time).
- We participate in the NCS Scheme, which is a Subsidy provided to the Parents to help with their childcare cost.
- All Government subsidies will be discounted off monthly fees.
- **Any non-payment of the subsidy from the NCS to Kidology, for any reason, will be the financial responsibility of the Applicant/Parent of the child/CHICK in question. This is due to the fact that this NCS Subsidy is a legal agreement between the NCS and the Applicant/Parent and all Kidology does is administer the subsidy but cannot be held liable in any way for the non-payment of the said subsidy.**

Deposit

A deposit must be paid in advance on acceptance of and to secure a place in the service.

- A deposit of €100 per child for The Early Childhood Care and Education (**ECCE**) Scheme. This will be refunded once registration to the scheme is confirmed, and attendance commenced.
- A deposit of €200 per family for Full Time/Part-time places. This will be refunded once attendance occurs and will be deducted from the last month's fees provided a full month's notice is given in writing.
- Full Time / Part-time deposits will NOT be refunded if attendance to the service is less than 3 months (90 days) and or if attendance at the service of the months' notice period is not provided.
- Deposits will NOT be returned if you cancel your place within our service prior to commencement.

Reviewing Fees

- Fees are reviewed annually by the Management but may be reviewed at any time due to economic environmental changes.
- Clients will be informed by giving one months' notice of an increase / changes in fees. Increase / changes in fees will be endeavoured to be related to the cost-of-living increases and/or exceptional cost circumstances.

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

- Fees are payable for 38 weeks of the year, monthly fee reflects 38 weeks of the year over 10 months September to June.
- There is no reduction in fees for Public/Bank Holidays during term-time.
- In the case of a long term, medically certified illness of a child, parents/ guardians are advised to keep in contact with the manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.
- Parents/Guardians/Carers are required to pay for any other days/ week's that their child/children do not attend the service.

Closure in Exceptional Circumstances

In the event of the closure of Kidology Childcare in exceptional circumstances, that is beyond the control of the management, e.g., power outages, adverse weather conditions, structural damage to the building, epidemics, pandemics, civil unrest etc., fees will apply. However, if we are instructed to close by the state or any of its agencies in an exceptional circumstance, the fees will apply for the duration of such notice, unless otherwise instructed by the Government of the State.

If Kidology is open during an exceptional circumstance and your child does not attend, the full fee will be payable.

Late Collection of Child/Children from the Pre-school

Parents/Guardians should note that due to legislative requirements under the Childcare 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 request that all children should be collected by the designated time in order that we may follow health and safety practices to ensure that the Service may close safely.
- Please see the Collections and Arrivals Policy and Procedure
- **late collections will result in a surcharge being imposed.** After 5 minutes past a collection time, a late fee of €2 per minute, per child will be charged (e.g. 10 minutes late incurs a charge of €20 per child)
- Persistent late collections will be dealt with by Management and may result in suspension or withdrawal from the service.

Withdrawal of Children from Kidology

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

- Give notice, in writing that the child/children are leaving Kidology
- Give Kidology one calendar months' notice or pay Kidology one month's fees.
- Kidology also reserves the right to request that the Parent/Guardian withdraw their child/children from Kidology if they are not 'settling in' or adapting to Kidology. Kidology agrees to give two (2) weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.

Non-Payment of Fees

- A failure to pay fees on time, 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 the manager.
- Non-payment of the NCS Subsidy, is the sole financial liability of the client.
- A late fee penalty will apply.

The directors of Kidology Childcare, have full discretion regarding parental fees for the service