

Fee Payment Policy.....

The Village Childcare Community Services operate under the Community Childcare Subvention Scheme; therefore, fees will vary due to everyone's circumstances.

Each year parents will be asked to complete Childcare Subvention Parent's declaration form, this form will determine your fees for the programme. As the government pays these supplements parents will be asked to complete a form giving their PPS number and details of their child. No new children are allowed enter this programme.

We are a 50-week service, and you must comply with NCS attendance rules if you break NCS rules we will have to take your child off NCS, and this will affect your child's place in the future. Over the summer months we would expect you attend some of the weeks to comply with NCS Rule. <https://www.ncs.gov.ie/en/information-resources/>. Please don't hesitate to come and speak with us about Summer Months, we are happy to accommodate and help. If you don't make any contact with us we will have to end NCS.

Families now are asked to use the NCS government scheme where you will be asked to fill out your own details and send off for a chick number that will be used in the centre as your child's ID from this chick you will be giving a price that we can work out you child/children's weekly fee.

We also run under the ECCE (Free Pre-School Year) this is where each child will be eligible for a free year in our programme. The ECCE form will require the child's PPS number and other information.

If you are not entitled to any schemes, you will be asked to pay the full fee payment.

Fee Payment Procedure....

- ❖ Fees must be paid on a weekly basis.
- ❖ We are a cashless service, no cash will be accepted as payment
- ❖ Fees must be paid regardless of the child's attendance except in special circumstances and with the agreement of the management/manager.
- ❖ If your fees are not paid in full, we may have to offer your child's place to another child waiting on our list.
- ❖ If fees are not paid for two consecutive weeks, the Childcare Manager will contact the parent and it is a possibility that you may lose your discounted rate (if applicable)
- ❖ If anyone is experiencing financial difficulties, please contact the Childcare Manager and a payment plan may be arranged.
- ❖ Your fees support the running of the Pre-School and support us with staffing and the purchasing of equipment that will benefit all the children in our care.
- ❖ All payments are recorded in a Record Account Book and are signed by the manager on receipt of fees.
- ❖ 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 not apply.

Payment Methods:

Fees can be paid either EFT, or Sum up Card payments.

This policy was adopted by: The Village Childcare School Age Childcare

Date: _____

Signed by: _____ on behalf of Management

This policy will be reviewed on (insert date) _____ in collaboration with staff and parents