

FEE PAYMENT POLICY

Over the Rainbow Early Learning Centre Ltd fees reflect both the need to offer high standards of practice and affordability to parents. We are committed to working together with parents to ensure quality care and learning for their child.

Principle

This policy is underpinned by the National Standards for Preschool Services 2010, the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Equal Status Acts 2000-2012.

Procedure

- Families will be informed of the fees on enquiry and the ECCE Fees List will be displayed clearly in the service for all families.
- Fees are reviewed on an annual basis. We review our fees in July each year.
- Parents will be given 1 months' notice of a change in fees.
- Fees are payable for 38 weeks of the year.
- Fees are payable on the 1st of each month for that month.
- Fees are payable if a child is absent for any reason e.g. holidays, illness. If a child is absent long-term due to a medically certified illness parents are advised to speak with management about payment of fees.
- Fees are non-refundable.
- In the event of closure of the service for unexpected circumstances e.g. adverse weather conditions, fees are payable.
- Fees are not payable if the setting is advised to close due to Covid-19.
- Fees are payable by standing order or direct debit only.
- Cost of any additional extras such as our annual trip will be communicated to parents in advance.
- One months' notice is required by all families following the decision to leave the setting or for any change of service requests, such as reducing/increasing days or changing days of attendance or session.
- Parents/guardians will sign a contract agreeing the terms of the fee payment policy.
- This fees policy is accompanied by a fees schedule for the service.
- Children who are eligible for the free Early Childhood Care and Education (ECCE) Scheme are entitled to 3 hours per day for 5 days per week for up to 2 years based on a 38-week model. The service only provides 5-day per week places. We do not provide part-time places such as 3-days or 2-days per week.
- Children who are not eligible for the free ECCE scheme will be charged at the current rate as per the published and approved fees list.
- Fees must be paid monthly in advance by standing order or direct debit to the following bank account:
 - Allied Irish Bank Ennis**
 - Sort Code: 935387**
 - Account number: 50307056**
 - BIC: AIBKIE2D**
 - IBAN: IE19AIBK 935387 50307056**
- Your child's name should be used as reference on all payments.

Deposits

A fully refundable deposit of €100 is payable at acceptance of a place. Places are usually offered at the end of February for the coming September. Cancellations after July will forfeit the deposit and it will not be returned. Deposits will be returned at the end of September once a child has taken their place. Deposits will only be required for the first year of registration.

ECCE (Early Childhood Care and Education) Scheme

- As a registered ECCE scheme provider, **Over the Rainbow Early Learning Centre Ltd** provide free childcare places to children eligible under the scheme, for 3 hours per day, 5 days a week for 38 weeks of the year, depending on availability.
- According to the scheme rules, the programme is delivered to children of pre-school age (2 years 8 months to 5 years 6 months) prior to commencing primary school and they are entitled to 2 full academic years. The programme generally runs in line with the primary school year, which is September to June.
- The “Parent Declaration Form” must be completed in early September and the child must be verified as eligible for the Scheme.
- A capitation rate is paid directly to the preschool by Pobal. There is no charge to parents for the childcare hours provided under the ECCE scheme.
- Additional services will be charged in accordance with the ECCE rules.
- Our fees list and service calendar are displayed within the setting and available to view and download from our website for each programme year.
- Should your child miss days or not have regular attendance, they may lose their place and funding may be withdrawn. If a child is absent for four consecutive weeks, they may forfeit their place unless proof can be provided constituting exceptional circumstances for the absence.
- When transferring from another ECCE service:
 - ✓ Attendance can only start once the child has been approved and registered on the Hive.
- When transferring to another ECCE service:
 - ✓ four ECCE weeks' written notice must be provided.
 - ✓ Fees will be calculated up until your child has been fully deregistered from our service on The Hive.
- **Over the Rainbow Early Learning Centre Ltd** reserves the right to contact the previous provider(s) to confirm any matter that determines the applicable fees payable.

The National Childcare Scheme

- As a participating Tusla registered childcare service we will provide places for eligible children depending on availability, in accordance with our Admissions policy.
- We do not accept responsibility for the application of subsidies. Subsidies are applied for directly from the National Childcare Scheme.
- Approved applicants will receive a unique code called a CHICK (Childcare Identifier Code Key) from the National Childcare Scheme, which together with your child's name and date of birth will be used by us to register your entitled subsidy.
- Once we have received your subsidy directly from The Department of Children

and Youth Affairs, it will be subtracted from your childcare bill.

- Fees not covered by the subsidy will be payable as per the fee payment rules mentioned above and subject to the non-payment of fee rules below.

All other government funded childcare schemes

All other government funded childcare schemes (such as The Community Childcare Subvention CCS and the Community Childcare Subvention Plus CCSP schemes) will be supported in accordance with the rules and regulations as set out by the government, depending on availability.

Non-Payment of fees

- Parents/guardians should receive a verbal reminder within 10 days if fees have not been paid. A period of time will be outlined for when the fees must be paid.
- This verbal reminder will be followed by a written reminder after 5 days outlining the period of time required to pay any outstanding fees due if they were not paid following the verbal reminder.
- A meeting with parents/guardians should be sought if payment is not received within the period given to discuss further. A written payment plan may be agreed between service and parent/guardian.
- If agreement cannot be reached or payment is not received within an agreed time following this meeting the service will consider further the options to take, which may include termination of service.

This policy was adopted by **Over the Rainbow Early Learning Centre Ltd** on:

Date: _____

Manager

co-Manager

Review Date: _____