**The Willow Tree Children’s Centre**

**Fee Policy**

The Willow Tree Children’s Centre’s fees reflects 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.

Our fees list is reviewed annually in consideration of the affordability for parents and of the sustainability of the service. Families will be informed of the fees upon enquiry and furnished with the relevant fees list upon enrolment. We have a Fees List for every programme that we are providing in our service (ECCE, CCSP and NCS).These are displayed on the NOTICEBOARD in the lobby. Please feel free to speak to staff if you have any questions.

Children registered on ECCE, NCS or CCSP will have the subsidy reduced from their fee. This will be clearly outlined to parent/guardian on their fees letter. For children registered on the National Childcare Scheme, a parent agreement will be issued that must be signed by the parent. Note: 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. See ECCE fees list for more information.

For playschool: A 50 euro deposit must be lodged with the service on acceptance of a full-time/part time place, prior to the child attending the service(see ECCE Fees List for further information). Deposits are refunded in November only when the child’s registration has been approved on the Hive. The deposit is not refundable if the place is not taken up or is cancelled by the parent/guardian.

Fees are payable for 38/50 weeks of the year, 38 weeks as per the ECCE/afterschool calendar, 50 for all other services. Fee paying arrangements for holidays, bank holidays etc. will be agreed with parents at the time of enrolment. Fees must be paid weekly in advance or by arrangement with the Service Manager. Bank Details are made available to all parents/guardians prior to the start date to arrange bank transfer or if you wish to pay by Direct Debit. Other arrangements agreed by the Service Manager must be approved by the Management Committee.

Discounts are given for siblings and there are significant discounts available to parents who are in receipt of the National Childcare Scheme, details available at [www.ncs.gov.ie](http://www.ncs.gov.ie). Please enquire with staff for more information. Cost of any additional extras will be communicated to parents in advance.

Fees must be paid even when the child is absent due to illness, except in special circumstances and with the agreement of the management committee /manager.

**If a child will not be attending, we require one week’s notice or you will be charged in full. Last minute cancellations will be charged in full.** If a child is absent long term due to a medically certified illness or other special circumstances, parents are advised to speak with management in the service about payment of fees. In the event of closure of the service for unexpected circumstances e.g., adverse weather conditions, fees are not payable.

**Non- Payment of Fees Procedure**

Any delays in payments must be discussed in advance and agreed with management. If fees are not paid for four consecutive weeks a written notice will be sent out to parent/ guardian, outlining the period of time required to pay any outstanding fees due. A phone conversation/meeting with parents/guardians should be sought if payment is not received within the period given to discuss further. A record of this should be taken. 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, the service will consider further the options to take, which may include termination of service. The deposit can be used to cover this fee. After five weeks of non-payment, we cannot guarantee your child’s place in the playschool. The Willow Tree Children’s Centre will refuse admission to any family who had a child previous in the pre-school who left an outstanding bill and are wishing to enrol a sibling. Should you anticipate any difficulty adhering to the Fee Payment Policy, we would encourage you to contact the Service Manager at the earliest opportunity to set up a meeting to discuss.

**Late Collection**

Where a parent knows they will be late collecting their child after the agreed time, they are required to consult with the service to make alternative arrangements. When a parent is late and does not telephone the service, then a further fee will be charged after 15 minutes.

**Communication of Policy**

All parents/guardians are to be informed of this policy. Staff members will check with parents/guardians that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the Parent/Guardian Handbook and the full policy is available on the website www.blennerville.playschool.com

This policy will also be reviewed with staff at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents/guardians upon request.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and the staff team will receive written notification of any updates.

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Child Care Act 1991 (Early Years Services) (Registration of Pre-school and school-age Services) Regulations 2018.

This policy was reviewed and adopted by The Willow Tree Children’s Centre on 1st January 2024.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Management

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**Registered Proprietor:** Jessica Hastings

**Person in Charge:** Laura MacKenna

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