

Fee Policy Statement

The management of childcare fees in Cre8ive Corner Creche Brooklawn's endeavours to reflect best practice with regard to the budgeting of costs for the provision of a quality childcare service and to ensure the long-term sustainability of the service.

Principles

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.

Childcare Fees

- The fee structure, rates and discounts offered are subject to change with notice.
- Unless otherwise stated fees are payable on a 12 month / 50-week basis and all absences and holidays must be paid for. This applies for all children (both day care children and after-school children). There is no exception to this policy.

Full Day Care (up to 9 hours)	€37 per day
Weekly Full Time Care	€170 per week
Half Day Care (8am-1pm / 1pm-6pm)	€27 per day
Afterschool Day Care	€20 per day
Breakfast Club	€5 per day

- A 10% discount applies for siblings (2nd, 3rd child etc).

Crèche Opening

Cre8ive Corner Creche at Brooklawn's is open weekdays (Mon-Fri) from 8am to 6pm daily except for public/bank holidays and the holiday period over Christmas/New Year.

The service will close if due to circumstances beyond our control at any time we are unable to open in a safe and compliant manner (eg. red weather warnings, infectious disease outbreak, staff shortages due to illness etc) – in such instances as much notice as possible will be given.

To Secure your Place

We require a deposit of €170 (one week's fee) to secure your child's place for the agreed date/days with our creche manager. This will be deducted from your fee once registered.

Billing/Payment Procedures/Policy

- Fees are payable on a 12 month / 50-week basis and all absences and holidays must be paid for. This applies for all enrolled children (both day care children and after-school children) without exception.
- There is no refund for illness, holidays, or closure of the service due to unforeseen circumstances.
- All childcare fees are payable in full monthly in advance by direct debit (first month's fees must be paid in advance by bank transfer).
- Each month an invoice will be issued via email. The invoice will reflect relevant subsidy, grant, or funding deductions and/or adjustments that apply.

- Should a child attend for any extra care/time not covered by their standard care booking this will incur an additional charge.
- There is an additional fee for after-school children who wish to attend morning care services (when available) during mid-terms, school holidays and school closed days.
- Unless otherwise stated, extra care/time availed of during a month will be charged for and included on the monthly invoice in the next billing period. If you have pre-booked extra care in advance for mid-terms and summer camps this will be charged for in accordance with the terms set out on the booking forms.
- It is the parent/guardian's responsibility to ensure that full fees as charged by Cre8ive Corner Creche Brooklawn's are paid in full and on time each month regardless of any subsidy, grant and/or funding being applied for and/or availed of from any source.
- Full fees without any subsidy, grant or funding deduction is payable to Cre8ive Corner Creche Brooklawn's whilst any application for a subsidy, grant or funding is being processed and during any time these no longer apply and/or are withdrawn.

Termination of Childcare

- Two months advance written notice (via email to brooklawnManager@cre8ivecorner.ie) must be provided by the parent/guardian to withdraw a child from our service.
- In the absence of the required notice, two months charges will be billed to the customer's account. Additionally, Cre8ive Corner Creche reserves the right to retain any deposit monies or advance payments made as part-payment in lieu of the notice period.

Change in Care – Notice Period

- Should you wish to change your child's care please email the Creche Manager with your request (brooklawnManager@cre8ivecorner.ie) two months in advance.
- All places and care arrangements are subject to availability, and every effort will be made to facilitate requests. Please note however that if a child's care is being reduced, fees for the higher level of care must continue to be paid for a period of two months in the absence of the appropriate two months' notice, or part thereof. We cannot guarantee acceptance for reducing days as we may be left with odd days that are not viable to offer to another family.

Fee Review

- Fees are reviewed periodically by management, to ensure that sustainability, quality, staff costs and overheads are appropriately met.
- Fees are subject to change.
- Parents/guardians will be notified in writing, via email, a minimum of 2 months prior to any increase/change in fees. Should a parent/guardian not wish to continue his/her child's care arrangement with our service on foot of a notice to increase/change fees, the parent/guardian can terminate the child's care with us by giving 2 months' notice in writing and email this notice to the crèche manager.

Late Collection Fee

- A late collection fee will apply where a child is collected after the crèche's closing time. The fee charged will be €20.00 for each 15-minute period or part thereof after the crèche closing time (ie. 6.00pm).

Funding, Subsidy and Grants

Where a parent/guardian is availing of any type of funding, subsidy or grant for their child, additional rules and policies will apply depending on the type of funding being availed of. A supplementary policy & guideline document for funding is available online for the NCS/ECCE grants.

Please note that:

- the rules and procedures set out for the NCS/ECCE grants will apply in addition to those noted in this document
- any rules and procedures set out by the DCYA (Department of Children and Youth Affairs) in relation to their childcare funding programmes must be complied with to continue to avail of these funding types. For further information in relation to the rules on the DCYA funding schemes please go to www.dcy.gov.ie

General

This Fee Policy Statement will be reviewed and updated as necessary annually. We welcome any queries and will be happy to provide clarification on any aspect of our fee policy.

Andrea Deavin
Childcare Manager

Issued: September 2023 (v0.1)