

## **Fees, Payments and Arrears Policy 2017**

This Service is a non-profit organisation. Fees are set at the beginning of each school year, based on our running costs and the sustainability of the service.

### **The fees per child, per week are as follows:**

- €140 full time – over 5 hours
  - €85 part time - less than 5 hours (including dinner, 9am-1:30pm)
  - €75 part time – less than 5 hours (light snack provided, 9am-1pm)
  - €55 sessional – less than 3.5 hours
  - €3 per day for Breakfast Club (optional)
  
  - €55 Afterschool Club, 1<sup>st</sup> to 6<sup>th</sup> Class (2:40 to 5:30)
  - €60 Afterschool Club, Junior and Senior Infants (1:40 to 5:30)
- Payment is due in advance and on the first day of the week that your child attends.
  - Fees must be paid even when the child is absent due to illness or some other reason, as it is the place that must be paid for regardless of how often your child attends.
  - Our school year starts in September. Fees are payable for 50 weeks per year. Fees are payable for all days of the year (Monday-Friday), including Bank Holidays and days that the Service is closed, with the exception of the two free weeks identified below:
    - **Summer Break:** There is no charge for 1 week in August, commencing on the August Bank Holiday
    - **Christmas Break:** There is no charge for 1 week at Christmas. Exact dates will be confirmed in September of each year.
    - **Afterschool Fees** are payable when the Afterschool is open which will be in line with Primary School Term Time. Exact dates will be notified in September each year, once available. These dates may differ from one Primary school to another in such cases we will accommodate the majority school. If the Afterschool is open a fee will be due regardless of the child's attendance. Bank Holidays that fall during Term Time are chargeable days, ie, May, June Bank Holiday
  - Two weeks' notice is required to cancel your place at Greenfields. The equivalent of two weeks fees will be due if the child is removed with less than two weeks' notice.
  - In the event that your fees fall into arrears, our arrears policy will take affect.

### **Subvention Scheme**

Some parents may be eligible for a discount under the Subvention Scheme. (CCS) This varies from one family to another and is based on individual circumstances and/or the benefits that are already being claimed. An application must be completed by the parent and submitted to the Office for the Minister for Children. We are notified of the level of discount, if any to apply which will be confirmed to the parent.

In instances where Greenfields has accepted “Proof of entitlement” from a parent and applied a discount which is subsequently declined, the parent is required to pay the full fee, backdated to the point the discount was applied.

### **ECCE Scheme**

Once your child turns 3 years of age you are entitled to 3 hours free preschool per day under the ECCE Scheme. There are only 3 points in the year when your child can be entered onto the scheme -September, January and April. To enter the scheme your child must be 3 before the 1<sup>st</sup> of the relevant entry month. . The scheme runs over 38 weeks of the year. As our school year starts in September, children starting in September will be subject to our standard fees policy until the point they move onto the ECCE scheme.

You have the option of sending your child in on Non-ECCE dates ie, Mid Term, Christmas, July/August. If you avail of this, standard fees will be applied. A Calendar showing the exact dates covered on this scheme is issued in September.

**Please Note:** if your child attends additional hours above the 3 hours covered by the scheme, i.e., full days or half days, and a parent chooses not to send them in for the non ECCE days, the non ECCE portion of the fee is still due regardless of attendance. In other words parents are still due to pay the usual weekly fee.

### **Arrears**

Greenfields understands that parents financial circumstances can change suddenly, so would always recommend that parents speak to the manager so we can avoid the need to enforce the arrears policy. We will always aim to be as accommodating as possible in these circumstances and would hope to come to an agreement that works for the parents and for Greenfields.

## Greenfields Childcare.

It is the policy of Greenfield's that fees are paid in advance on a weekly basis. In the event of arrears building up the following steps will be taken:

- If fees have not been paid for 2 consecutive weeks a written notice from the manager reminding you that your fees are overdue will be sent as a reminder.
- If another 2 weeks passes and the arrears have not been cleared and no arrangement for payment has been made, a written notice from the manager will be sent and the child's place may have to be forfeited.
- When the arrears have been cleared, the parents will be notified in writing that Greenfields will be unable to accommodate any further arrears and should their account fall into arrears again, their place at Greenfields will be automatically cancelled. Once this decision is made, it will be communicated to the parents in person and in writing when they collect their child.
- If the arrears are not cleared, within the timescale agreed or the parents do not comply with the agreed arrangements for payment, their place at Greenfields will be automatically cancelled. Once this decision is made, it will be communicated to the parents in person and in writing when they collect their child.
- In instances where the place is withdrawn and arrears owing, the matter will be forwarded to our Solicitor for collection.