

Cappoquin Childcare, Mill Street, Cappoquin, Co Waterford

Fees Policy 2019/20

Email: ocappdev@eircom.net

Phone: (058)52746

General:

1. All fees are payable in advance by a direct debit system operated by Cappoquin Community Development Company CLG. Parents may choose a weekly or monthly option on Registration Forms A, B, C or D.
2. A direct debit mandate will be given to parents with Registration Form. Both completed forms must be returned at the same time. If completed direct debit form is not returned, a place will not be allocated to the child.
3. If payments are in arrears for 4 weeks, children will not be allowed attend until the arrears have been brought up to date.
4. Collection of children after 6.00pm will incur a €10.00 charge and a further €5.00 charge for every subsequent 10 minute period will be imposed.
5. Fees are due regardless whether or not the child is in attendance i.e. fees are due in respect of family holiday or sickness unless the child is hospitalised.
6. Full payment is payable for public holidays. This applies to all services.

Crèche Fees:

1. Registration Form A and Child's Record Forms must be completed and submitted to childcare office at least 2 months in advance of start date for any child wishing to attend the crèche.
2. Fees are payable for full days only and are as follows;
 - €170 per week; €34 per day; €22.00 per part day.

Fees will be reduced by amount of any subvention to which a child is entitled.

Full fee will be charged until subvention amount is known and a refund will then be made if necessary.

3. A deposit of **€50** is required to secure a child's place in the crèche and is payable when submitting Registration form. This deposit will be refunded when the child leaves the service after giving 1 month's notice.

4. Once a deposit is paid there will be no reduction in days for a period of 1 month. If a reduction or increase of days is required the "Advance Notice of Change of Times Form E" must be submitted at least 1 month in advance of proposed date of change. Any change of days required will be with agreement of management.
5. All fees must be paid either weekly or monthly in advance by direct debit.

Preschools:

1. Preschool is free to all children. However Registration Form B and Early Childhood Ireland Child's Record booklet must be completed and returned to childcare office before Friday 25th May 2019.

Afterschools:

1. The afterschools operate from 2.00pm to 6.00pm each weekday and children are collected from Cappoquin NS at both 1.45 and 2.45pm daily.
2. Children are provided with a hot meal which is included in fee
3. Registration Form C must be completed and submitted to childcare office prior to the **Friday 25th May 2019** for any child wishing to attend the afterschools.
4. Fees are payable for 2, 3 or 4 hour periods only and are as follows;
5. The fees for the afterschool service are €10.00 for 2 hrs, €12.00 for 3 hrs and €16.00 for 4 hrs. There is no hourly fee.

Fees will be reduced by amount of any subvention to which a child is entitled.

Full fee will be charged until the subvention amount is known and a refund will then be made if necessary.

6. A deposit of **€50** is required to secure a child's place in the afterschool and is payable when submitting Registration form. This deposit will be refunded at the end of the school year.
7. Once a deposit is paid there will be no reduction in days for a period of 1 month. If a reduction or increase of days is required the "Advance Notice of Change of Times Form E" must be submitted at least 1 month in advance of proposed date of change. Any change of days required will be with agreement of management.
8. All fees must be paid either weekly or monthly in advance by direct debit.

Holiday Service:

1. Registration Form D must be completed and submitted to childcare office at least 1 month in advance of start date for any child wishing to attend the holiday service.

2. Fees are payable as follows;

- €170 per week; €34 per day; €22.00 per part day.

Fees will be reduced by amount of any subvention to which a child is entitled.

Full fee will be charged until subvention amount is known and a refund will then be made if necessary.

3. A deposit of €50 is required to secure a child's place in the Holiday Service and is payable when submitting Registration form. This deposit will be refunded at the end of the school year.
4. Once a deposit is paid there will be no reduction in times requested for a period of 2 weeks. If a reduction or increase of days is required the "Advance Notice of Change of Times Form E" must be submitted at least 2 weeks in advance of proposed date of change. Any change of days required will be with agreement of management.
5. All fees must be paid either weekly or monthly in advance by direct debit.

Children of Staff:

1. Children of staff will receive a 10% discount on fees in crèche and holiday service but full fees are payable in afterschools.

Siblings:

1. In crèche first child pays full fee while the second child receives a 10% reduction.
2. No reduction is applicable if either child is in afterschool.

Additional hours in crèche:

Charges at a rate of €5.00 per hour will apply to any hours required before and after preschool.