



Clann Aire

Fee Payment Policy

Policy Statement.

Clondrohid Community Creche, Pre-School and After School operates as a not-for-profit Service. We strive to ensure our fees list is at a rate that takes account of affordability for parents and sustainability for our service. Our Fees are set in line with Government guidelines and are reviewed by our Board of Directors.

This Policy seeks to establish an understanding and agreement between Clann Aire and all parents/guardians around the expectations regarding the payment of fees. To ensure the sustainability of our service and its ability to provide high quality childcare, it is paramount that all fees are paid on time.

Families are informed of our Fees structure in our Parents statement and Fees table which is sent out annually in September on commencement of our Core Funding application. Throughout the year when new families start with us, they will receive the parent's statement and Fees table by email from the Centre Manager. Our Parents statement and Fees table is also displayed in our entrance hallway and on our website. Each Parent/Guardian will need to fill out a contract at the start of their time here at Clann Aire, which states the number of days you will be charged for on a weekly basis. For Full day care children, it will be a 49- week contract, for children attending our ECCE and After school service, it will be a 38-week contract. ECCE and After School children will need to be booked in for childcare over the holiday periods.

Implementation of Fees Policy

Our Fees are payable on a weekly or monthly basis depending on the families' requirements.

Invoices are issued by email, to each family at the start of every week for the **previous weeks'** childcare.

The invoice contains the childcare hours each family is availing of, as per their contract, with any NCS or ECCE subsidies deducted.

Payments are made online **ONLY** as we are a cashless service. **No Payment in Cash under any circumstances will be accepted.** Our Bank Account Details being as follows.

<u>Name on the Account;</u>	Clondrohid Community Creche and Playschool CLG
<u>BIC:</u> IPBSIE2D	<u>IBAN:</u> IE40IPBS99073526543303

Please make sure when you make a payment that the following details are included in the payment;

- ✓ Child's name
- ✓ Your child's account number which you will be given in your welcome email from the Centre Manager.

Monthly statements of account are sent out to each family by email. These contain the amount that is owing on the families account at the end of each month. If there is a number in the amount owing section, then this is the amount the family needs to pay. If there is a minus in front of the figure in the amount owing section, then the family is currently in credit.

Families will have 5 days from the statement being issued to pay the full amount owing on their statement.

Payment is due for all days on which a child is contracted to attend our service whether your child attends or not. Fees are payable if a child is absent because of, but not limited to, illness, appointment, family holidays etc. This