

Fee Payment Policy and Procedure

The aim of this policy is to ensure the sustainability of the service and ensure that fees are collected from families in consistent and compliant manner.

1) Fees are set at the start of every year at a rate that takes into account the affordability of parents and the sustainability of the service. Fees are subject to review from Management and the Board of Management at any time based on the needs of the service.

2) The weekly fee is as follows:

Full Time	8.30am- 5.30pm	€185 Per week
Part Time A.M.	9.00am-1.00pm	€100 Per week
Part Time P.M.	1.30pm – 5.30pm	€100 per week

3) Fees must be paid weekly in advance. A monthly option is available upon discussion with management.

4) There is a €30 deposit required from all families upon completion of enrolment and this is refunded once sufficient notice is given to management at the time your child finishing in the service. The notice period is 1month.

5) Fees must be paid during a Childs absence from the service. This includes times of illness and holidays.

6) Fees must be paid in cash or by bank transfer. FamiliBase bank details are available from management by request.

7) All monies paid to FamiliBase will be receipted.

8) Regular statements will be issued to families to account for a monies paid to Familibase.

9) FamiliBase offers subvention programmes such as;

- Community Childcare Subvention Programme (CCS)
- Training and Employment Childcare Programmes (TEC)
 - Childcare Education and Training Support programme (CETS)
 - Community Employment Childcare programme (CEC)

When enrolling on these programmes it is the responsibility of parents/guardians to provide any required documentation. Information in relation to these programmes will be provided to families upon application. Failure to provide necessary documentation for programmes during the required time frame may result in loss of subvention place. Families will then be required to revert to full paying fees, as outlined above. FamiliBase will take no responsibility for the loss of a subvention place due to lack of proof of eligibility or lack of entitlement. The final decision on entitlement lies with Pobal.



10) In a case that there are 2 consecutive missed fee payments the parents/guardians will be issued with an official letter to bring this to their attention. If this is not addressed with management and the problem resolved management reserves the right to suspend the childcare position until payment is made. In a case that payment is missing for 4 consecutive weeks with no payment plan put in place, management reserves the right to cancel the childcare position immediately. In a case that a child is enrolled on a subvention programme, management must also declare this child as a leaver with POBAL.

In the situation where parent/guardians receive supplementary payment from the Department of Social Protection, it is the responsibility of parents/guardians to ensure this payment is in place. Any break in payment from DSP will revert back to payment owed by the parent/guardian.

11) While FamiliBase are committed to supporting families in any financial problems, we will also not tolerate several missed payments that jeopardise the sustainability of this community service.

This policy was implemented and enforced on 22.08.2016.

Georgina Barry

Early Years Manager

I the parent/guardian of _____ understand and agree to the Fee Payment Policy that is implemented in FamiliBase and understand the contract I am entering into in relation to my Childs childcare position.

Parent Name: _____

Parent Signature: _____

Date: _____