



## John Scottus Pre-School

### Pre-School Fees Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

<b>Document Title:</b>	<b>Pre-School Fees Policy</b>
<b>Revision Number:</b>	<b>1</b>
<b>Document Author:</b>	<b>John Scottus Pre-School</b>
<b>Document Approved:</b>	<b>Board of Management</b>
<b>Date the Document is Effective From:</b>	<b>July 2020</b>
<b>Scheduled Review Date:</b>	<b>June 2021</b>
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1. The 3-hour ECCE scheme (if eligible) is paid by the state and free to parents.
2. **€1,900** / annum for the extra 2-hours, 5 days per week. €211.11/month for 9 months. A **discount of €50** applies if the total fee is **received by 1<sup>st</sup> September 2020**.
3. Less than the extra 2-hours, 5 days per week is charged at **€6** per hour.
4. There is a 10% discount for the 2<sup>nd</sup> sibling within the Pre-School.

#### Three payment option are available:

1. **Payment in full at the start of the academic year** (1<sup>st</sup> September 2020). A discount of €50 will be applied to all accounts who have paid in full by 1<sup>st</sup> September 2020.
2. Payment by Standing Order in **two instalments** of €950: 20<sup>th</sup> August 2020 and 2<sup>nd</sup> January 2021.
3. Payment by Standing Order in **nine monthly instalments** of €211.11 as follows: 20<sup>th</sup> August, 20<sup>th</sup> September, 20<sup>th</sup> October, 20<sup>th</sup> November, 20<sup>th</sup> December 2020; 20<sup>th</sup> January, 20<sup>th</sup> February, 20<sup>th</sup> March and 20<sup>th</sup> April 2021.

- A receipt will be issued upon request.
- A deposit of €500 is taken, in advance, when a child is given a place. Deposits are refunded at the end of October.

### **Payments in relation to Holidays or Illness of the Child/Children:**

- Parents/guardians will be required to pay for any days/weeks that their child/children do not attend the service.
- In the case of a long term, medically certified illness of a child, parents/guardians are advised to keep in contact with the Manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.
- There will be no fees charged when the service is on Holidays (i.e. 2 weeks at Christmas). These dates will be circulated directly to parents/guardians and posted on the parent's notice board well in advance of these closure periods.
- There is no reduction in fees for Public/Bank Holidays.

### **Late Collection of Child/Children from the Preschool:**

Parents/guardians should note that due to legislative requirements under the Child Care Act 1991 (Early Years Services) Regulations 2016 and *Children First* – Child Protection Guidelines. Two members of staff are required to be with the child/children.

- Parents/guardians are advised to keep within their agreed time for collection of their child/children for the above reasons. We require that all children should be collected by the designated time in order that the service may follow health and safety practices to ensure that the service may close safely.
- Please see the Collections and Arrivals Policy and Procedure.

### **Closure in Exceptional Circumstances:**

In the event of the closure of the service in exceptional circumstances, that is beyond the control of the Management i.e. adverse weather conditions, fees will apply.

### **Withdrawal of Children:**

Parents/guardians sign up to agree that they will:

- Give notice, in writing that the child/children are leaving the service
- Give four weeks' notice or pay four weeks of fees.
- Management also reserve the right to request that the Parent/Guardian withdraw their child/children from the service if they are not 'settling in' or adapting to the environment. The Management agrees to give two weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.

**Non-payment of Fees:**

- Non-payment of fees may result in loss of placement.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.

**Attendance:**

It is essential to the efficient running of the service that you inform the Manager if your child is unable to attend the service and follow up with a telephone call to inform the Manager when the child will be returning. It should be noted that the income received by the service from the DCYA is based on the regular basis. A register of the times and days that children attend is kept. Continued failure to attend may result in your child's place being withdrawn.

If a child is absent for 4 weeks, the child can be designated a Leaver on PIP which means the service will be paid for the 4 weeks. If a child is absent for more than 4 weeks (without notice) the place can be filled by another.

**Reviewing Fees:**

- Fees are reviewed annually by the management.
- Parents/guardians will be informed by giving notice of increase in fees.
- Increase in fees each year will be related to the cost of living increases and/or exceptional cost circumstances.

**Bank Details:**

John Scottus Educational Trust Pre & Primary Old Conna

IBAN **IE11AIBK93106330583876**

BIC **AIBKIE2D**

Bank: **AIB Bank**

Branch: **52 Baggot Street Upper, Dublin 4, D04 F671**