



## Form 6: CRAWFORD CHILDCARE PAYMENT TERMS & CONDITIONS

Effective from September 2019

### Monthly Calendar Rates

	5 days	4 days	3 days	2 days
DESCRIPTION	PER MONTH	PER MONTH	PER MONTH	PER MONTH
Full Time Over 1 yr (> 5 hrs)	€1,006.07	€930.06	€696.28	€465.27
Full Time Under 1 yr (> 5 hrs)	€1,083.81	€1,032.89	€774.97	€515.97
Part -Time (up to and inc. 5 hrs)	€774.02	€619.71	€465.27	N/A
Part-time w/dinner (up to and inc. 5 hrs)	€903.20	€722.54	€542.06	N/A
Part- Time Under 1 yr (up to and inc. 5 hrs)	€903.28	€722.54	€541.97	N/A
Part-time w/ dinner U1 yr (up to and inc. 5 hrs)	€1,032.17	€825.55	€619.71	N/A

### EXTRA HOURS SUBJECT TO AVAILABILITY

Daily rate for under 1's = €60  
 Daily Rate for over 1's = €55  
 Half day rate for under 1's = €50 (€55 with dinner)  
 Half day rate for over 1's = €45 (€50 with dinner)  
 Late Collection = €20 per hour or ther part of  
 Ex hours = €10 per hour  
 Dinner = €10 per hour

**Note: Full day rate is anything over 5 consecutive hours, part time rate is anything up to and including 5 consecutive hours.**

Fees are payable monthly for 52 weeks of the year by standing order/online transfer, **one month in advance on the 1<sup>st</sup> day of the month.** Child's-name MUST be the reference on the payment to avoid confusion. Fees must be paid for even when children are absent, sick days, public holidays, Christmas period & closures due to exceptional circumstances beyond our control e.g adverse weather.

<b>AIB, South Mall Cork</b>	<b>BIC: AIBKIE2D</b>	<b>IBAN:IE 73 AIBK 9363 8312 4410 95</b>
-----------------------------	----------------------	--

### Service Enrolment Details

- An enrolment fee of €500 is required to secure a private place and is not connected to government schemes. Once an enrolment fee is paid there will be no reduction in the number of days for the first 6 months. After this period, if you require a change of days it is with the agreement of management and one full calendar months' notice. E.g if your last day is the 20<sup>th</sup> August notice must be given no later than 1<sup>st</sup> July.(This is because staff are employed and allocated based on the projected number of children in each room).
- Booking enrolment fee can only be refunded if one full calendar months' notice is given in writing should you decide not to commence or leave the service.
- Final fees must be paid in full prior to Booking Enrolment fee being refunded. Failure to do so will result in any fees/charges/ overpayment of government subsidies being deducted.
- In the month following a child's first birthday the monthly fee will decrease as per fees table above
- Late collections will result in a payment of €20 per 15 minutes or part thereof. The charge will apply after two incidents of late pick-ups.
- Crawford childcare reserves the right to withdraw a place and issue a full enrolment refund with one month's notice.
- Invoices are issued monthly on 25<sup>th</sup> month or the nearest working day prior to the month due via email.
- Fees can be increased with one calendar months' notice and more detailed information on admissions and enrolment can be found in our policies & procedures on our website.

### Government Schemes

Children who wish to participate in the ECCE & NCS schemes are entitled to a subsidy on fees once their application has been approved. Full fees must be paid until the subsidy is agreed. Any overpayment will be reimbursed to your bank account within 7 working days. **If the subsidy (funding) is revoked for any reason e.g prolonged periods of absence (20 consecutive days or patterns of non-attendance on the agreed days over a 4 week period or longer, the difference between the payment and fee must be paid for by parents/guardians.**



A ECCE booking deposit separate to the creche enrolment fee of €150 is required to hold a place on the ECCE scheme. This is a non-refundable deposit if you do not take up the place for any reason. The annual value of the ECCE subsidy is spread over 52 weeks/12 months from Sept -Aug each year.

NCS subsidy deductions are worked out by totalling the weekly values of the subsidy from the commencement date until the end date of the award. This total value is then divided among the number of full months within the award and applied to the child's monthly invoice for those months. This ensures that at the full value of the subsidy is given to during the time period of the award. No deposit is required for those wishing to participate in the NCS scheme.

CHICK award (email/screen grab include CHICK number, validity date and subsidy amount) must be submitted to Management no later than 18<sup>th</sup> of the month in order to be applied to the next month's billing period. Invoices are issued on 25<sup>th</sup> of each month or the nearest working day. When a parent submits a CHICK to Crawford Childcare the following steps must take place:

1. CHICK details and agreed hours of attendance are inputted onto the NCS portal by Crawford Childcare
2. Parent will receive an email from NCS to accept the hours on the NCS portal
3. After the hours are accepted by the parent Crawford Childcare generate a parental agreement which is sent to the parent for signing with our fees policy
4. Parent returns signed agreement and subsidy is then activated and applied to monthly fees

The subsidy cannot be applied until all of these steps have been completed. Any delays will result in full fees being paid until the subsidy is activated.

Should an ECCE/NCS award end early or a child depart the service a reconciliation will be done and any outstanding subsidy under or overpaid will be included in the child's final invoice.

Further details are available in our Policies & Procedures and detailed information on all government schemes is available on <https://ncs.gov.ie/>. Please note it is the parent's responsibility to apply for NCS funding.

***I have read Crawford Childcare Payment Terms & Conditions document which is also included in the services Policies & Procedures and by signing this document I agree to keep to the terms and conditions within.***

**Signed by Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This signed document will be kept with your Child's records in the service.