

Early Childhood Care and Education (ECCE) Programme

Service Fees Information Letter

Dear Parent / Guardian,

Your child _____ Registration ID _____ has been registered for the ECCE Programme for the Programme Call 2021/2022 in our Early Learning and Care (ELC) Service. Their place will commence on _____ and end on _____. This means your child is registered in this ELC Service over a _____ week period.

ECCE is a free pre-school programme provided to all children within the eligible age-range.

Calendar:

This service will provide you with a separate letter indicating the days the ELC Service is closed over the programme year.

Deposits and Discounts:

Any deposits required and discounts offered are listed below. Any ECCE booking deposit taken will be returned to you once approval has been confirmed through the EYP System. Ticked below are the deposits/discounts that apply to your child.

Tick if Applicable	Type	Description	Effective Date
<input type="checkbox"/>	Deposit	N/A	01/09/2021
<input type="checkbox"/>	Discount	N/A	01/09/2021

Optional Extra Charges:

We offer extra services or activities, which are not funded under the ECCE Scheme but are **optional** charges to parents. These optional extras are very limited in nature and there is a copy of the DCYA approved optional extras list available from your local City/County Childcare Committee (CCC). If you wish to avail of any of the approved extra options, please initial the box next to your chosen optional extra.

If you do not wish to avail of any of the optional extras listed below, please tick here

Please note: You are not obliged to select any optional extras.

Details of Optional Extra Charge	Effective Date	Parent Initials
Not Offered	01/09/2021	

Should you, at any time, wish to withdraw from any of the optional extras selected, you must provide the service with four weeks' notice.

DCYA Ref:09DY0160

Status: Active

Please initial that you have read and understand this page:

Parent/Guardian Initials: _____

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Fees List:

Our Fees List below outlines the session types that are available within our service and maximum weekly charge for them. The session type(s) that you have requested are ticked in the Fees list below. This service charges on a weekly /monthly basis. Your charge is identified in the final column and does not include any optional extras you have chosen from the above.

Session Attending	Session Description	Session Type	Number of Days	Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service)	Fee excluding ECCE	Your Weekly/Monthly Charge (incl. discounts if applicable)	Effective Date
<input type="checkbox"/>	Morning 9am to 12pm	AM	5	0	30		01/09/2021
<input type="checkbox"/>	Morning 9am to 1pm including Dinner	AM	5	10	40		01/09/2021

Leaving the Service/Transfers:

Should you wish to leave this Service you must **give four weeks written notice** to the manager. Patterns of 'non-attendance' will be queried and may result in your ECCE place being cancelled. Please speak to the Service Manager if for any reason your attendance pattern is not as first registered.

Queries

If you have any queries or wish to discuss any of the above, please contact the Service Manager.

Alternatively, you could address queries to your local City/County Childcare Committee.

A list of CCC contact details is available on www.myccc.ie

Please read, sign and date two copies of this letter. Retain one copy and return one copy to the Service Manager. A signed copy must be kept on our files for verification purposes during funding compliance visits undertaken by Pobal, on behalf of the Department of Children & Youth Affairs (DCYA).

Yours sincerely,

Name _____ Title/Position Held _____

DCYA Ref:09DY0160

Status: Active

Please initial that you have read and understand this page:

Parent/Guardian Initials: _____

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PARENTAL ACCEPTANCE

I have read this letter (and attachment) and understand the following:

- ✓ The days that my child cannot avail of the service i.e. closed days
- ✓ I will be charged for any optional extras that I have chosen and that is additional to my fee. I must give 4 weeks' notice to remove an optional extra.
- ✓ The fee (if any) that I will pay for the service if I avail of any extras hours outside the ECCE Programme calendar
- ✓ Patterns of non-attendance may result in my ECCE free place being cancelled
- ✓ I must provide 4 weeks written notice if I wish to remove my child from the ECCE scheme in this service.

Parent/Guardian Signature _____

Date: _____

For Provider Use Only:

Service Fee (including discounts)	€
Plus optional extras	€ _____
Final Fee to Parent/ Guardian	€