SCAMPS+ SCHOLARS Killorglin Community Childcare Centre CLG			FEE PAYMENT POLICY		
POLICY NO.:	**CCP No.2**	**REV. NO.:**	**10**	**REV. DATE:**	**24.08.2026**

PREPARED BY:	**Centre Manager**	**Date:** 14/9/26
APPROVED BY:	**Board of Directors**	**Date:** 14-09.26.

Scamps and Scholars is a Community Childcare facility, which aims to provide quality affordable childcare for all and has a charitable status. Therefore, fees will be charged at a level sufficient only to be commercially viable to facilitate the administration of government schemes such as ECCE, CCSP, and the National Childcare Scheme (NCS) and also to cover the running, maintenance and any other costs involved in developing the Centre further.

Setting Fees:

a. Fees will be based on the financial accounts.
b. The Management of Scamps and Scholars undertake to apply for various and available grant aid so as to subsidise its running costs.
c. Scamps and Scholars will set fees in accordance with the terms of grant aid received from the Department of Children and Youth Affairs and other external financing bodies.
d. Fees will be reviewed on an annual basis unless changes in circumstances dictate otherwise.
e. Parents will be given one month's notice of any changes in fees when and where this is possible.

Payment of Fees:

a. A fixed deposit amount (currently €50.00) will be taken upon the registration of a child. This is an advance payment or part payment for future fees. In the case of a free preschool service your deposit amount will be returned when your child commences with the service or at your discretion. However, if you accept a place and subsequently do not take up the place the deposit amount will be retained to cover administration costs incurred.
b. Fees charged normally include the cost of all food and drinks taken by the child while attending the centre. However, some services offer additional food offerings at an additional cost and at the parent's discretion.
c. After this, payment is due on the first day of the week that the child starts attending and payment will be made **weekly in advance or monthly in advance** thereafter unless otherwise agreed.
d. All accounts must be up to date at the end of every weekly period (or monthly if fees are paid in that manner).
e. Payments can be made by cash, cheque, card or electronic transfer.
f. The centre will be happy to handle payments made by outside agencies on behalf of a child.
g. Payment is due for all days a child is **booked to attend** the centre, whether the child attends or not.
h. Payment is also due for all Bank Holidays falling during the child's "attendance period" at the center if this bank holiday would in normal circumstances be one of your child's booked days.

Late Payment of Fees:

a. In the event of accumulated late payments within a two-week period or thereafter you will be contacted by SMS or phone to address the late payments.
b. Should the late payments persist for a four-week period or longer, another phone call and/or a written reminder will be issued at this time.
c. In the event of 4 weeks or more of late payments a charge of 10% of the total may be applied at the discretion of the manager.

d. Parents are encouraged to discuss any difficulties with payments with management and part-payments and payment plans will be accepted if necessary.
e. Your child's place may be suspended, or you may lose their place permanently (terminated) in the event of non-payments over 4 weeks or more.
f. Management will only make two attempts to contact you in the situation of late payment, either by SMS, letter/email or a phone call/phone message. Thereafter, management will take appropriate action as outlined above.
g. Late payment or arrears on a child's account will negate us being able to allow the same child or children from the same family to start a new year (year normally operates from September – August) at the center until:
   - The arrears amount is paid in full.
   - A payment plan is agreed and committed to with management.
h. In the event of substantial arrears (relative to the weekly charge/arrears being more than 4 weeks of the weekly charge) existing on child's account, Scamps and Scholars can enter into a repayment plan with the parents of the child/children. The parents must demonstrate full commitment to the repayment plan and any breech of this agreement could lead directly to the child's/children's place being suspended or terminated.

A Calendar of Closures will be provided for each school year but in general closures will be as follows:

- All Bank Holidays.
- The week or part of the week of Puck fair festival.
- Christmas Eve and Christmas Week.

Caterpillars Preschool Section, Butterflies Montessori (possibly another preschool section depending on numbers) Sections & Wobblers and Toddlers Sections:

a. Payment will be due for each day a child **is booked in**, including if that day falls on a bank holiday from September to August.
b. The daily rate will be payable on school holiday periods from September to August. The Christmas period of holidays may exclude any closed days outside of bank holidays and you will be advised of same.
c. The above sections are only available on a full-time basis over and up to 50.5 weeks. Fees are applicable over the full 50.5 weeks regardless of whether you use the full availability or not.

Bumble Bees and Ladybirds Preschools Sections:

a. The pre-school year runs usually from a date at the end of August or early September until the last date in June when the local schools are open or otherwise determined by the Manager. The pre-school will be open, and fees will be due for all days except school holidays – mid-terms etc., over the 38 weeks of the service.
b. Children who are eligible for the free Pre-School year (ECCE) will pay no fees if attending the Pre-School for 3 hours only per day over the denoted 38 weeks. The relevant deduction will be made for Caterpillars Preschool and Butterflies Montessori sections, part-time or full day care charges (unless you are being accommodated as a 38-week child within these rooms which is sometimes available).
c. Any additional hours or services added to the free place will be charged at the full hourly rate.
d. You may also avail of a dinner, alongside an additional hour in these preschools and this will be charged at a fixed rate.

School-age Section:

a. A full-day service may be provided on all days the school is closed, apart from bank holidays if we have the resources to accommodate same.
b. On days of school closure, parents have the option of sending their child for the full day or half day with a corresponding full-day rate, payable for each full-day the child attends the centre. If a day is booked it must be paid for, whether the child attends or not.
c. The daily term-time rate will be payable on Bank holidays from September to June (this will include Christmas and Easter Holidays). During Summer Holidays payment is due for a bank holiday only if a child normally attends during this period.

Reduced Fees:

a. A discount of 10% will be given to the oldest child when siblings are attending the centre.
b. If 3 children from the same family attend the centre a 5% discount will be given to the second oldest child.
c. If your child avails of the breakfast club service or a part of that service, then the half sessional rate will apply each day in full for all days booked.
d. Discounts will be applied prior to any relevant Government reduction.
e. The Community Childcare Subvention Scheme Plus (CCSP: legacy scheme - no new entries) is being administered by the Centre and allows for certain discounts to parents based on the following:
   - If the parent is in receipt of a social welfare benefit.
   - If the parent is a FIS or FAS recipient.
   - If the child or parents holds either a medical card or a GP visit card.
   - A full list of qualifying benefits can be obtained in the centre office.
f. You may avail of the basic subsidy as administered through the National Childcare Scheme (NCS).
g. You may avail of the means tested NCS subsidy for any of your children aged up to 15 years of age for a maximum claim of up to 45 hours per week.
h. It is the parents responsibility to engage in the NCS scheme, if you wish to do so. You must supply the centre with a relevant "CHICK" number for us to complete your claim. The NCS cannot be administered/claimed retrospectively.
i. Children who are eligible for the ECCE scheme and who are doing more than just 3 hours per day may combine this scheme with the NCS.

Leave:

Parents are entitled to a period of 'leave' from the Centre provided that the following criteria are met:

a. The minimum leave period is 3 months to be taken consecutively and in agreement with the manager.
b. A minimum of two weeks notice is given to the Manager prior to the leave period.
c. Payment of 2 x ½ days per week will be required for the entire period of leave to guarantee the place is kept.
d. The Manager can fill the child's place for the entire period; this must be confirmed before leave is taken. A temporary place will then be offered to another child on the waiting list.
e. Leave can only be granted for a child already attending the Centre.
f. In special circumstances it may be possible to offer absence leave to children who have only been offered a place and not yet started. This will be determined by the Manager. Payment of 2 x ½ days per week will be required for the entire period of non-attendance to guarantee the place is kept for the child. This leave will be for a specified duration only as determined by the Manager.
g. The leave period can only be extended if a child can be found to take the place.

Offer of Temporary Places:

a. The offer of a temporary place is to accommodate parents who take 'leave' from the Centre for a specified period as described above.
b. During this period, the child with a temporary place keeps her/his place on the waiting list and if a place becomes available the child will automatically be offered this place.
c. At the end of this period, the temporary place is terminated and the child will resume his/her place on the waiting list unless a place has been offered as in (b) above.

Termination of Places:

Written notice of complete withdrawal of a child/children will be required, with a minimum of 2 weeks notice in advance, in order to allow the centre to fill place(s) again. Failure to comply with this may affect future enrollment. Such written notice can take the form of the internal cessation form which is a part of the current registration form or alternatively by email to info@scampsandscholars.ie or to admin@scampsandscholars.ie . Termination of a place is **NOT** accepted verbally.

Please note that relinquishing your place from a 50/51 week service will jeopardize your child's place in the future as your child will return to the bottom of the current waiting list for the section in question. If you relinquish your child's place, your child will be placed on the bottom of the waiting list for the next section that they will attend.

Reduction of Days/Hours:
Written notice to reduce the number of days/hours being attended will be required with a minimum of 2 weeks notice in advance. Such written notice can take the form of the internal change of hours form or alternatively by email to info@scampsandscholars.ie or admin@scampsandscholars.ie Change of commitment to this service will not be accepted verbally. Once the days are reduced the place will be offered to another child and is therefore forfeited. The minimum take up of two attendance sessions is required. A change of Level of Usage section in the current registration form can be utilized to facilitate such a change.

Late Collections:
A fine of €10 is charged in the event of late collection of your child where the child is collected **up to** 15 minutes after the end of their session. This will increase to €20 if the child is collected **more** than 15 minutes after the end of their session. **There are no exceptions. Persistent late collection may lead to suspension/termination of your child's place.**

Arrears Affecting Allocation and Continuation of Places:
It is the policy of this centre that all fees should be discharged in the manner outlined previously in this policy. If a child's account should fall into arrears this policy outlines what steps should be taken and the process that should evolve.

If, however, a child or children's accounts are in arrears at the end of any given year (end of year: year being Sept – Aug), then it will not be possible to allocate a place for the incoming year unless the arrears balances are discharged in full or a written repayment plan is agreed and put in place.

In any given year, children with arrears balances may have their place suspended (and eventually terminated) if a repayment plan is not agreed and exercised and full engagement is entered into.

The manager may use discretion in cases that require same.