

Early Childhood Care and Education (ECCE) Programme Service Fees Information Letter

Dear Parent / Guardian,

Your child _____ PIP Registration ID _____
has been registered for the ECCE Programme for the Programme Call 2016/2017 in our service. Their place will commence on _____ and end on _____. This means your child is registered in this service over a _____ week period.

Calendar:

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

Deposits and Discounts:

Any deposits required and discounts offered are listed below. Any discount relevant to you will be applied to your normal fee, before the ECCE deduction of €64.50. Any ECCE deposit taken will be returned to you once approval has been confirmed through the PIP System. Ticked below are the deposits/discounts that apply to your child.

Pick tick if applicable	Type	Description
<input type="checkbox"/>	Deposit	We do not collect deposits. We do not offer discounts.

Optional Extra Charges:

We offer extra services or activities, which are not funded under the ECCE Scheme which are **optional** charges to parents. These are listed below. Some of these are once-off payments (e.g. trips) and in some cases payments are made to an external provider (e.g. music teacher).

If you wish to avail of any of these, 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. This service will still provide your child with the service they are entitled to as described in the session description below.

Details of Optional Extra Charge	Parent Initials
We do not offer optional extras.	
<p>Should you, at any time, wish to withdraw from any of the optional extras selected, you must provide the service with one months' notice.</p> <p>If any Optional Activities are provided during the ECCE time, alternative programme-based activities will be provided to ECCE children not availing of these options.</p>	

Fees List:

Our Fees List below outlines the session types that are available within our service and maximum weekly charge allowable for them under this scheme. 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.

Please initial that you have read and understand this page:

Parent/Guardian Initials: _____

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Session attending	Session Description	Session Type	Num Days	Normal Fee (before capitation)	Maximum weekly charge	Your Weekly or Monthly Charge (incl. discounts if applicable)
<input type="checkbox"/>	ECCE Session 3 hours	ECCE 2016 a.m. - 38 weeks	5	€64.50	€0.00	

Donations:

If the service requests a voluntary donation, (it may only be requested once), you may wish to note the voluntary donation details displayed by the service. **Donations are voluntary, anonymous and do not affect enrolment.**

Leaving the Service/Transfers:

Should you wish to leave this service or transfer to another DCYA Childcare Funding Programme, you must *give 4 weeks' written notice* to the manager. Patterns of 'non-attendance' may be queried and may result in your ECCE funding being cancelled. Please speak to your service provider 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.

If you have any concerns about any of the above please contact your local City/County Childcare Committee. A list of CCC contact details is available from the PIP Homepage: www.pobal.ie/PIP

Please read, sign and date two copies of this letter. Return one copy to the service Manager. This 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). You should retain the second copy for your own records.

Yours sincerely,

Name _____ Title/Position Held _____

Please initial that you have read and understand this page:

Parent/Guardian Initials: _____

Early Childhood Care and Education (ECCE) Programme

Service Fees Information Letter

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 understand that I will be charged for any optional extras that I have chosen and that is additional to my fee. I must give one months' notice to remove an optional extra.
- ✓ The fee that I will be paying for my child if my application for ECCE Programme is approved.
- ✓ The normal fee I will pay for the service if I avail of any extras outside the ECCE Programme calendar.
- ✓ Patterns of non-attendance may result in my ECCE funding being removed.
- ✓ That I must provide 4 weeks written notice if I wish to remove my child from the ECCE scheme in this service or transfer to another DCYA Childcare Funding Programme. If 4 weeks' notice is not given then the service may continue to receive ECCE funding for 4 weeks.
- ✓ Where my child is availing of ECCE over more than 38 weeks then I understand that if my child leaves the service early, I am entitled to have my fee recalculated based on the number of weeks I have availed of.

Parent/Guardian Signature _____

Date: _____

For Provider Use Only:

Service Fee (including discounts)	€
Plus additional extras	€ _____
Final Fee to Parent	€

Please initial that you have read and understand this page:

Parent/Guardian Initials: _____