



Fees and Payment Policy for Crèche / Toddler / Playgroup

- ❖ Fees for the Resource Centre will be reviewed & set annually by the Board of Directors, over the summer to commence in September.
- ❖ Fees are to be paid in monthly segments in advance. If any parent encounters any difficulty with fees, please contact any member of the Board of Directors or the Resource Centre Manager.
- ❖ If a child is unable to attend the Resource Centre due to illness/holidays with parents etc. fees will still need to be paid as your place is still being held and staff wages still have to be met.
- ❖ Fees may be paid by cash, cheque or direct debit only. The exact amount is to be put in an envelope with the child's name, amount contained in the envelope and the payment period. No change will be available on the premises.
- ❖ Playgroup fees are payable from September to May inclusive (9 months) and are based on the playgroup operating 36 weeks of the year (September to June inclusive) term time only. At holiday times, e.g. Easter, Summer we operate a Stay and Play Club, the fees are for the whole week, regardless of Bank Holidays, which the Resource Centre is closed for, these are in addition to the monthly fees and available on an ad hoc basis.
- ❖ Outings, events may incur extra costs, of which you will be notified in advance.
- ❖ There is an additional hourly rate, which can only be used in conjunction with any session, but must be agreed with the Resource Centre Manager prior to leaving your child. Dropping or leaving your child outside the agreed hours on a regular basis will incur an additional hourly charge.

Fees and Payment Policy for the After-School Service / Breakfast Club

- ❖ Fees for the Resource Centre will be reviewed & set annually by the Board of Directors, over the summer.
- ❖ For any children booked in on a regular basis, there will be a weekly bill. Any other bookings must be paid at the end of each session. If any parent encounters any difficulty with fees, please contact any member of the Board of Directors or the Resource Centre Manager.
- ❖ If a child, who normally attends on a regular basis or has been booked into a session is unable to attend the Resource Centre due to illness/holidays with parents etc. please let the Resource Centre know as soon as possible, otherwise a cancellation fee will be charged.
- ❖ Fees may be paid by cash, cheque or direct debit only. The exact amount is to be put in an envelope with the child's name, amount contained in the envelope and the payment period. No change will be available on the premises.
- ❖ Summer / Easter / etc Camps, Outings, events may incur extra costs, of which you will be notified in advance.

Please see Appendix II for current fees

Adopted at a meeting of Corrandulla Community Resource Centre Ltd. / Board of Directors

Date _____

Date _____

By _____
Manager

By _____
Chairperson