

RATHFARNHAM DAY CARE



Name of Pre-school: Rathfarnham Day Care ECCE Ref:09DS0019

Name of Child/ren:

Dear Parent / Guardian,

We operate the ECCE programme for 3 hours per day (9.30am to 12.30pm), 5 days per week for 38 weeks which amounts to 183 open days, This service is free of charge. The Pre-school Calendar for my service is also attached.

Under the ECCE programme, additional weeks outside of the 38 week model are optional in sessional services. However, because my service provides a full/part-time day care service fees are charged on a weekly/monthly basis. Your ECCE payment will be applied as a reduction of €62.50 weekly for 38 weeks or €237.50 monthly for 10 months. By signing this letter you agree to have your capitation applied in this manner.

Where a child leaves the service before the end of the 10 months the service will recalculate the fees where necessary, to ensure that the entire ECCE capitation due up to that date, as set out in the ECCE Payment Calendar, has been allocated towards the childcare fees.

Optional Extras:

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

Optional Extras Table									
Specify Activity / Extra Time	Specify if option takes place during ECCE time		Is the charge inclusive in the non-ECCE rate for the service?		Amount charged specify – Daily/Weekly/Monthly/Once-off				Parents Initial Box
	Yes	No	Yes	No	Daily	Weekly	Monthly	Once-off	
1 Extra Hour		√		√		€30			
1 Full Day		√		√	€37.50				
Full Week (non ECCE weeks)		√		√		€210			
9.30-1230 (non ECCE Weeks)		√		√		€100			

(All the above options are only available at the beginning of the year and must be confirmed prior to taking place as we cannot guarantee availability during the year)

Optional Extras:

If you wish to avail of any of the optional extras available to you listed in the **Optional Extras Table** please initial the box next to your chosen optional extras.

Should you, at any time, wish to withdraw from an optional extra ticked, the service must be given one month's notice.

Discounts:

We offer a 10% sibling discount on the 2nd and subsequent children for full time places only. This discount will be applied to your care bill prior to the application of the ECCE capitation. Please contact the service if this applies to you.

Registration Fee / Deposit:

Our service charges a deposit of € 250 on enrolment to hold a child's ECCE place for September. This deposit will be returned at the end of October provided that the Parent Declaration form is completed early in September, the child is verified as eligible for this programme, and my service is paid under the ECCE programme for the first four weeks. Otherwise the deposit is forfeit.

Please complete, sign and date this letter (all pages) and return it to the service. This letter will be retained on our files for verification purposes during compliance visits.

Yours sincerely,

Tracy & Claire
Owners/Managers

Any queries on the above please contact Claire or Tracy.

Childs name: _____

Parent Signature: _____ Date: _____