




TERMS & CONDITIONS

These terms and conditions reflect the best industry practice by private childcare providers of full and part-time day care. They do not affect your statutory rights. These terms and conditions allow us to promote stability and assist with forward planning, they enable us to offer the highest standard of care so we ask parents/guardians to read carefully through the following.


- To register your child/children at Rathfarnham Day Care we ask you to return a completed child record form and deposit as soon as possible. Your place is not guaranteed until we have a fully deposit paid.
- All payments must be made monthly on the 1st of each month or the nearest working day prior.
- **Fees are payable 52 weeks of the year with no exceptions during periods of absence, sickness, holidays, during public and bank holidays. Christmas fees are due the Friday before the last day the crèche is open in December.** Fees are reviewed annually. Rathfarnham Day Care reserves the right to review fees at any time.
- If any account falls more than two weeks in arrears Rathfarnham Day Care retains the right to issue a two week notice period to these account holders.
- All start dates are the 1st of the month or the nearest working day after unless otherwise agreed by management. Any changes to start dates are subject to availability.
- A deposit of **one** month's payment is required for all places and this is payable when you register your child. **Deposits are non-refundable if the place is not taken.** This deposit will be deducted from your last month's payment **provided you give one calendar months' written notice and once your child has attended Rathfarnham Day Care for more than 6 months.**
- Management have the right to refuse any child deemed too ill to attend the service.
- In the event of a serious illness occurring while a child is in the service, we will immediately contact the parents/guardians and ask for the child to be removed from the service. This is to protect both your child and other children within the service. If your child has the need for an antibiotic, they must remain out of the service until better.
- All children attending Rathfarnham Day Care must be up-to-date with their vaccinations as per the HSE schedule and we reserve the right to refuse access to children who have not been vaccinated.
- Management must be informed if a child has any Special/Additional Needs to allow us to assess and put in place the required resources that are available to us.
- **One calendar months'** written notice is required when a child/children are leaving. Rathfarnham Day Care has the right to full payment whether the child/children attends or not.
- Management reserves the right to cancel any place with one calendar months' notice.
- Parents collecting children late from the service will be subjected to a late fee of €10 per half hour or part thereof.
- Afterschool places are NOT guaranteed. All spaces are subject to availability and allocated on a first-come first-served basis in April of the year that your child is due to attend school. Full day care for all inclusive afterschool places is subject to availability in line with our ECCE calendar.

- Drops to and collection from afterschool activities is NOT guaranteed. This service is subject to availability.
- The crèche policies and procedures must be adhered to at all times, a complete copy is available for inspection at each reception area and from the office.
- **Please note bullying will not be tolerated and is considered a very serious issue.**
- It is of the utmost importance that staff and parents work in conjunction with each other in the interests of the children and that all parties are treated with dignity and respect at all times.
- The management have the right to refuse admission.

I have read Page 1 & 2 of Terms and Conditions and accept same.

Signed: _____  Date: _____

I have received and read the parent handbook.

Signed: _____  Date: _____

OFFICE USE ONLY:

Child's Name _____	
D.O.B. _____	
Room / Group _____	Days/Hours: _____
Rate: € _____	Start Date: _____
Terms & Conditions valid until: _____	
Settling In Period: _____	
Any Other Agreements: _____	

Manager's Signature: _____	Date: _____