

## APPLICATION, REGISTRATION AND FEES POLICY

Applications for places within the Centre will be considered without regard to race, colour, religion, sex or national origin. In the interest of the Community of Baldoyle when processing applications the management of the Centre will consider the current age range and ratios in the service and:

- Are the children siblings of children already registered with the Centre?
- Are the children residing in the area?
- Are the children, children of parents working or training in the area?

### Application Procedure

	Enquiry/ Centre Visit/ Application Form
1.	On enquiry some basic information about the Centre is provided and the applicant is invited to visit the Centre. This visit introduces the applicant to the childcare environment and allows them to view the Centre during a working day. This visit will often prompt applicants to ask questions and to talk about their child's needs. Most importantly a visit allows the applicant to assess the overall service provided.
2.	The applicant fills in an Application Form providing details of the service they require, the age of the child and the date they require a place.
3.	The application is then signed by a member of staff, dated and placed on the Centre Waiting List until a place is available.
4.	As soon as a place becomes available the applicant is notified and questioned as to whether they are still interested in a place. If they are still interested, they are invited to visit the Centre for registration. The applicant is told at this time that they need to pay the relevant deposit/s and their first week's fee in advance payable at time of registration.

### Registration Procedure

	Registration Form
1.	A member of staff will email the parents pack to the parent/applicant. The Registration Form is completed by a guardian of the child and signed where appropriate by a member of staff. The parent should return the completed registration form within a reasonable time of no less than one month before their child is due to start so as not to delay the registration process.
2.	The following are payable on registration: 1 week's crèche deposit which is refundable when a child is leaving the Centre and the parent completes the centre leaving form providing the service with one month's notice. 1 week's service fee is also payable in advance at registration.
3.	A Parents Information Pack is given/emailed to the parents/guardians and the child's start date is confirmed
4.	A File is set up for that child. The file is colour coded to indicate what room the child is placed
5.	The child is issued with a unique registration number and an individual manual file is set up on that child containing initially the following information; Application Form, Registration Form, Registration Number, Payment Details.
6.	The child's name is entered into Financial accounts package, financial spreadsheet and attendance register for required room
7.	The Nominated text a parent contact is put on the text a parent database and nominated email address contact input

### Fee Payment Policy

It is the policy of Anchor Childcare Centre CLG that all fees are payable in advance plus the relevant deposits. A crèche deposit is refundable when parents complete the centre leaving form providing one month's notice in writing that their child is leaving. Invoices are run each week and relevant funding allocated to parents is applied to accounts. Fees are payable on Mondays at the start of each week in advance of childcare provision and accepted by standing order. Full fees are payable when a child is absent from the centre. Additional hours may not be provided to any parent when their account is in arrears. Parents should be aware that funding has attendance conditions and if they collect their children early on a regular basis, or are absent for more than two weeks, funders may revoke funding. In such cases parents are liable for paying the difference and any outstanding fees to our service. Where disputes occur, parents will be expected to pay all legal costs incurred in the collection of their debts.

### Late Payment of Fees Procedure

1.	Fees are payable each Monday in advance of childcare provision and parents may pay fees monthly in advance if they wish. In all cases the account must be in credit each Monday when invoices are charged to the parents account.
2.	Where fees are not paid by the second day of the relevant week the parent will receive a polite verbal reminder and an opportunity to bring their account up to date. Parents who have not paid by the end of the relevant week will be informed in writing that their account is in arrears and given a second opportunity to bring their account up to date.
3.	If the account is not brought up to date the parent is invited to attend a meeting with the manager or accounts administrator where they are reminded they are in breach of their fee agreement and they are offered a third and final opportunity to bring their account up to date and retain their child's place in the service.
4.	Where a parent breaches their fee agreement they lose their place in Anchor Childcare Centre. In accordance with procedures, the crèche deposit will be retained and we seek legal advice on seeking fees due to the company. Parents will be expected to pay all legal costs incurred in the collection of their debts.
5.	A €10 administration charge will be added to accounts for returned / unpaid / refer to drawer cheques and the parent will be informed verbally their payment has been cancelled.