

Community Childcare Subvention Plus (CCSP) Saver Programme

Service Fees Information Letter 2022/2023

Dear Parent / Guardian,

Your child _____ Registration ID _____ has been registered for the CCSP Saver Programme for the Programme Call 2022/2023 in our Early Learning Care(ELC) and /or School Aged Childcare(SAC) service. Their place will commence on _____ and end on _____. This means your child is registered in this ELC and/or SAC service over a _____ week period.

Signature of Parent/Guardian: _____ **Date:** _____

Calendar

This ELC and/or SAC service will provide you with a separate letter indicating the days the ELC and/or SAC service is closed over the programme year. This service will provide you with a minimum 4 week written notice period of our intention to change this.

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 any CCSP Saver Programme Funding is applied. If a deposit is taken, the full amount of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) funding held on deposit will be returned to you once **approval has been confirmed through the EYP System**.

Ticked below are the deposits/discounts that apply to your child.

Tick if applicable	Type	Description
<input type="checkbox"/>	Deposit	€20 from 5th September to 28th February, €20 from 1st March to 17th July

Optional Extra Charges

We offer extra services or activities, which are not funded under the CCSP Saver Programme but which are **voluntary with optional charges to you**. These optional extras are very limited in nature and there is a copy of the DCEDIY approved optional extras list available from your local City/County Childcare Committee (CCC). If you wish to avail of any of the approved extra options, 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 required or obliged to select any optional extras.

Details of Optional Extra Charge	Parent Initials

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Should you, at any time, wish to withdraw from any of the optional extras selected, you must provide the service with four weeks' notice.

Signature of Parent/Guardian: _____ Date: _____

Fees List:

Our Fees List below outlines the session types that are available within our service and maximum weekly charge 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. This service will provide you with a minimum 4 week written notice period of our intention to change this.

Please note that your fee is based on CCSP Saver Programme Band Approval. This service might charge you the normal fee until such time as your CCSP Saver Programme eligibility has been approved on the system, at which point you will receive a full refund for any subventions due.

Session attending	Session Description	Session Type	Number of Days	Normal Fee (before subvention)	Maximum weekly charge				Your Weekly / Monthly Charge (incl. discounts if applicable)
					A	AJ	B	D	
<input type="checkbox"/>	Half Sessional PM	Half Session	1	4.5	0	0	2	2.8	
<input type="checkbox"/>	Half Sessional PM	Half Session	1	4.5	0	0	2	2.8	
<input type="checkbox"/>	Sessional PM	Sessional	3	36	9	9	21	25.8	

For information on the CCSP Saver Programme eligibility please see the 'DCEDIY Rules for CCSP Saver Programme 2022/2023 available on the DCEDIY website: www.gov.ie

Leaving the Service/Transfers:

Should you wish to leave this Service or transfer to the National Childcare Scheme (NCS), you must **give 4 weeks written notice** to the Manager. Patterns of 'non-attendance' may be queried and may result in your CCSP Saver Programme funding being cancelled. Please speak to your Service Manager 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. **Alternatively, you could address queries to your local City/County Childcare Committee (CCC). A list of CCC contact details is available from www.myccc.ie**

Please read, sign and date **two copies of this letter. Retain one copy and return one copy to the Service Manager.** A signed copy will be kept on file for verification purposes during funding compliance visits undertaken by the Scheme Administrator, on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

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For Provider Use Only:

Service Fee (including discounts) €

Final Fee to Parent/Guardian €

PARENTAL ACCEPTANCE

I have read this letter (and calendar attachment) and understand the following;

1. The days that my child cannot avail of the service i.e. closed days and am aware that this service will give me 4 weeks written notice of any change. I have received a copy of the calendar.
2. I will be charged for any optional extras that I have voluntarily chosen and any additions to my fee have been listed in the attached fees list. I must give 4 weeks' written notice to remove an optional extra.
3. The normal fee, which is listed on my fees list, I would pay for the service if my application for the CCSP Saver Programme is not approved.
4. The fee, which is listed on my fees list, that I will be paying for my child if my application for the CCSP Saver Programme is approved.
5. Patterns of non-attendance may result in my CCSP Saver Programme funding being cancelled.
6. That I must provide 4 weeks written notice if I wish to remove my child from the CCSP Saver Programme in this service or transfer to the NCS.

Parent/Guardian Signature: _____

Date: _____

A signed copy must be kept on our files for verification purposes during funding compliance visits undertaken by the Scheme Administrator, on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

Yours sincerely,

Name: _____

Title/Position Held: _____

Service Reference no.:

Status: Registered