Fee Table and Parent Statement Webinar FAQ's

Fee Table

Reminder: Partner Services must adhere to Core Funding Fee Management Guidelines.

1.	When will the Fee Table and Parent Statement be available for Providers to create?	1st of August 2023
2.	When does the Fee Table and Parent Statement need to be completed?	Service providers must submit a Fee Table and Parent Statement by the 21st of August 2023. If there is no Fee Table or Parent Statement submitted on Hive by the 21st of August 2023, contracts for NCS, ECCE and CCSP Savers will be placed on hold. A Partner Service contracted on or before the 31 July are required to complete their online Fees Table and Parent Statement for Partner Services before completing the August Review and Confirm. Partner Services who submit their Core Funding Application Module on and after the 1 August are required to complete their online Fees Table and Parent Statement for Partner Services before activating their Core Funding Partner Service Funding Agreement.
3.	Are the fees amount based weekly?	Yes, the fees should be based on a weekly level.
4.	If you have different prices for SAC depending on if the child leaves at 4pm, 5pm or 6pm, do you have to create 3 different fee options?	You should create a new separate Fee Option with each fee type description showing the number of hours the SAC is e.g., SAC 2pm - 4pm, SAC 2pm – 5pm etc…

5.	What is an incorporated service?	An incorporated service details the other costs included in the fee, for example if you have an Afterschool Fee Option that provided Meals and Transport for one fee type, but also had an Afterschool Fee Option that provided Transport and No Meals, these would be detailed as two different Fee Options to show the parent the difference in the option. Anything that had been included as part of the 30 September 2021 fee cannot now be charged for individually unless there is a proportionate reduction in the original fee, and the new individual charge is entirely optional to parents/guardians. For example, if meals were included in the original total fee and the service now wishes to charge for them individually, the service must reduce their original fee by 10% and make the new offering of meals entirely optional to parents/guardians. Where a Partner Service stop offering transport that was previously included in the fee charged to parents/guardians, that fee must be reduced by the equivalent cost of the element that has been removed. For example, if a fee policy included an overall fee of €200 per week including transport that cost €20 per week, and that Partner Service stopped offering transport, the overall fee must be reduced from €200 per week to €180 per week.
6.	For incorporated fees, if Full Day ECCE children get their meals during the day this is noted, what if a Full Day ECCE child brings their own snack for the ECCE session?	This can be separated into two different Fee Options to show the difference in the fees for the parent, if applicable. You can include "Meal" in the incorporated section for the Fee Option that includes meal and create a separate Fee Option and not include the incorporated service of a meal in that type. Anything that had been included as part of the 30 September 2021 fee cannot now be charged for individually unless there is a proportionate reduction in the original fee, and the new individual charge is entirely optional to parents/guardians. For example, if meals were included in the original total fee and the service now wishes to charge for them individually, the service must reduce their original fee by 10% (as per 4.3.6) and make the new offering of meals entirely optional to parents/guardians.
7.	Our Afterschool opens from 1:20pm to 6pm during school term and 8:30am to 4:30pm during school holidays. What time will we put down on the form?	You should create a new Fee Option with the fee type description showing the number of hours the SAC is e.g.: SAC 1.20pm to 6pm Term Time SAC 8.30am – 4.30pm Non-Term Time
8.	How do you enter a sibling discount?	You can create a Fee Extra to detail your discount sibling offer.

		If the discount you offer is a % value you should enter 0 in the amount field, and in the description enter the details. e.g., 10% discount for siblings. If the discount you offer has a monetary value, you should enter the value in the amount field and enter the description e.g., €10 euro discount for additional sibling.
9.	Do we now have to show discount amount for every fee option?	If the same discount applies to all fee options, you will only need to add one. If there are different discounts for different sessions, these should be detail in the description.
10.	If I have no deposit, discounts or optional extras, do I have to reflect this on my Fee Table?	If an approved provider does not collect any deposits, offer discounts, or optional extras, this must be stated on the fees list. You will be able to enter a description e.g. 'We do not offer any deposits, offer discounts or optional extras', to detail this and enter '0' in the amount section.
11.	Do we have to enter a Full Day Care with ECCE and Part Time Care with ECCE separately, or do we have to combine?	Yes, you should create a separate Fee Option and detail the difference in the description box for example: • Full Day Care with ECCE, • Part Time Care with ECCE. If your Service has an ECCE only session, this will need to be captured as a Fee Option. If a service is offering ECCE they must offer free ECCE only sessions. Parents/children availing of such sessions will not be required to attend or pay for any additional service offers. While not a condition of enrolment, part-time and full-time services may prioritise places for those who wish to avail of extra hours over those availing of ECCE only
12.	When should I complete an ECCE Only Fee Table?	The ECCE only Fee Table should only be completed by services who are only in contract for ECCE and not NCS or CCSP Savers. If you have fee paying children attending an ECCE only service, you should enter the fee amount under 'Full Fee Non-ECCE Eligible Children". If your service has an NCS contract, please select "No" to the initial question on the fee table of "Are you ECCE only".

13.	How do you register fees for sessional pre-school which has both ECCE and Non-ECCE children within the same session?	Before completing the fee table, please select whether you are an ECCE only service (only has an ECCE contract and do not have an NCS or CCSP Savers contract). For ECCE only services please refer to Q12 Service providers must enter ECCE and non-ECCE fees in the Fees Table. These can be separated into two different Fee Options. Please see how to guide available on Hive with the different examples. Fees must be not increased above what they were on 30 September 2021. An increased charge of any kind for an existing and unchanged Service Type will be in breach of Core Funding rules.
14.	I have 2 morning sessions; do I make a new session for both?	If there is a difference in the two sessions, for example the start time, end time, fee charged etc, please create two Fee Options and detail the difference in the description.
15.	If a child is only attending for 2 or 3 days and in ECCE, do I create a separate Fee Option for this?	If the child is ECCE only, with no optional fee extras e.g., no additional 30 mins it is not required to create separate lines. If there is an individual fee for 2 or 3 days which is not directly pro rata to a 5-day rate, then the fee table should detail each fee type individually. For e.g., if the 5-day rate for a fee-paying child is 100e, then it is expected that the 2-day rate would be 40e, and a 3-day rate 60e. If there is any variation on fee proportions, a new fee type should be created.
16.	Can you please advise how to do the Fee Table for ECCE only (with optional 30 minutes) for children who are 2 years and six months who are availing of NCS?	An ECCE only Fee Table should only be selected if you are only offering ECCE and not contracted into NCS or CCSP savers. If your service has an NCS contract, please select "No" to the initial question on the fee table of "Are you ECCE only". You can then create your Fee Options for each type of fee type you offer in your service.
17.	What if you offer different prices broken down into different days, for example: 2, 3, 4 and 5-day weeks?	You would add a Fee Option for each separate day option to ensure parents can view the different fees associated to which option they avail of. You can describe this in the description section of the Fee Option. Where a Partner Service increases the level of service offered, a higher fee can be charged for this, but the higher fee must be in direct proportion to the increase. For example, for an increase in full-day care from 40 hours/week to 50

		hours/week represents an increase of 25%, a higher fee can be charged for this, but it cannot exceed an increase of 25% of the previous fee that was charged to parents/guardians as of 30 September 2021.

Where the amount of service offered is decreased, the fee charged must also decrease by at least the same proportion. If a new Service Type with shorter hours is introduced, the fee charged should be set in proportion to the closest existing Service Type, as above for cases where the Service Type has longer hours. |
| 18. | For SAC wraparound care how do you manage the session start and finish times? | If your service offers a stand-alone Breakfast club or after school care, then they should be entered as separate fee types outlining the service and fee e.g., 8am -8.45 Breakfast club.

If your service has a combined offering with one fee they can be entered as one line, but you must include a clear description of times, cost etc e.g. 8am – 4pm, Breakfast club 8am -8:45am, Afterschool Care 2pm – 4pm |
| 19. | What if I provide more than 30 minutes of extra time, how do I capture this as an optional extra? | An ECCE only provider may offer as an option only, **a maximum additional 30 minutes per day**. These 30 minutes must be listed as an optional extra on the fees list.

Sessional only services cannot provide more than 30 minutes extra care. If they provide care with a longer duration, it is a part time/ full time service.

Partner Services that are sessional-only services which have been offering ECCE only, and who wish to increase provision and introduce a fee for the additional 30 minutes can do so, provided they follow these rules:
i)   Those that declared nothing in the "fee excluding ECCE" column in their approved ECCE Fee List can charge up to a proportion of the standard rate but not in excess (i.e., €11.50 per week for the additional 30 minutes per day, as a proportion of the standard capitation rate of €69).
ii)   Those that declared a "fee excluding ECCE" lower than standard capitation rate can charge up to the standard rate but not in excess.
iii)   Those that declared "fee excluding ECCE" the same as the standard capitation rate can charge up to the standard rate but not in excess.
iv)   Those that declared a higher "fee excluding ECCE" than the standard capitation rate can charge a proportion of that rate. |

20.	I will have several different Fee Options for my SAC (depending on hours needed) and offer a 10% discount for siblings. When I add the discount in the optional extras section, the discount will vary depending on the hours the parent has signed up for. Is the 'amount' section mandatory, or can we just state 10% discount?	You would enter the different Fee Options for your separate SAC sessions and detail if the discount applies to the individual options or not. You can add the 10% discount to your Fee Extras session and add '0' into the amount option or leave it blank.
21.	How do I enter a fee type for School Age Childcare during school holidays?	You should enter a Fee Option, amount and include a description outlining what the cost is for.
22.	Will the County Childcare Committees review Fee Tables this year?	CCC's have a role in reviewing the submitted Fee Tables their own online platform.
23.	Will the Fee Table automatically calculate the ECCE subsidy, or will this still have to be entered manually?	It must be entered manually as previous years on the Fee Option section.

NCS/ECCE and CCSP related Queries

1.	Do we have to submit a separate Fees List for ECCE, NCS and CCSP Savers?	No, this new Fee Table replaces all three separate Fees Lists.
2.	Do we still need to complete the Fees information letter for ECCE and CCSP Savers?	No, one parent statement per family/per ELC/SAC facility needs to be completed instead.
3.	How do we show NCS reductions on the fee paid by parents?	Service providers do have an obligation to inform NCS parents of the co-payment amount. However, this can be done by email or in any other format that can be retained. The co-payment tool is still available to service providers to assist with working out fees to parents and a copy of the co-payment calculation can be downloaded if required.
4.	Do parents now have to sign the parent agreement for NCS?	There is no longer a requirement to have the NCS agreement signed by parents. However, there is an obligation to inform the parent of the co-payment as mentioned in the question above.
5.	Do we need separate forms for CCSP and ECCE?	For ECCE and CCSP savers, service providers must complete applicant declaration forms for each child and must issue new applicant declaration forms any time there is a change in the level of service to the child or copayments.

Parent Statement

1.	What is a Partner service?	A Partner Service is an approved provider who has signed up for Core Funding.
2.	Are there two different Parent Statements?	Yes, there is a Partner Service Parent Statement which will populate on the 'Create' button in the Parent Statement section if you have signed up for Core Funding. Providers who have not signed up to Core Funding will populate an Approved Provider Parent Statement. Although the correct Parent Statement should populate, please always ensure to check the correct Parent statement is populating for your Service. Partner Services who submit their Core Funding Application Module on and after the 1 August are required to complete their online Fees Table and Parent Statement for Partner Services before activating their Core Funding Partner Service Funding Agreement. If you have yet to begin, or not submitted your Core Funding Application Module 2023/2024 follow the below steps in order:

		1) Submit your Core Funding Application Module. 2) Create and submit your Fees Table. 3) Create and submit your Parent Statement for Partner Services. 4) Activate your Core Funding Partner Service Funding Agreement 2023.
3.	If something changes on my Fee Table, do I have to issue a new Parent Statement each time?	Each time a Fee Table has been updated the provider must update the parent statement. There is an obligation to ensure that the Fee Table and the Parent Statement are always kept up to date. Parents should be issued with a new Parent Statement each time the Fee Table changes, and the new Active Fee Table should be printed and displayed in a prominent position. **However, service providers are not required to receive a new signature each time the Fee Table changes**, so for example if a new session is included as a fee type, or hours have changed. The requirement in these instances is that the new Parent Statement is circulated to parents. If, however a provider moves from an approved provider to partner service or vice versa, they must obtain new signatures from parents and keep the signed version on file.
4.	Does an individual Parent statement need to be signed for each child in a family?	The parent statements only needs to be signed per family attending the service. A new one does not need to be generated for each child.
5.	On the Parent Statement on the ECCE registration support section- is this the manager/the person that completes the registrations?	Yes, the name entered should relate to the support worker in your service who would register the ECCE Registrations.
6.	Is the Parent statement only for new registrations?	A parent statement must be signed by each parent accessing the service for the 2023/24 programme year.
7.	If a staff member leaves and therefore the contact information changes, are we	If the Parent Statement is updated during the Programme year it must be circulated to all parents. An email or hard copy is possible. However, it is not necessary to obtain a signature from the parents for the updated Parent Statement.

	required to issue new statement to each parent for signing again.	
8.	Can the Parent Statement be returned to the service provider via email with an e-signature?	All Parent Statements must be physically signed by the parent and returned to the Service Provider to be kept on file. Once the provider can prove that the full Parent Statement has been issued to the parent (e.g., by email proof retained), the Parent only needs to return a signed copy of the last page with the full declaration.
9.	Can the Parent Statement be sent to parents via email, the parents print it and physically sign it and send it back through email, can this be accepted?	Yes, so long as there is a record of the email being sent, a provider can send the Parent Statement to the parent via email, the parent can print and physically sign the Parent Statement and return to the Provider, either by scanning the physically signed version to an email and sending it back or presenting a physically signed hard copy.
10.	Can we keep all Parent Statements on file on our computer or do they have to be printed and kept on file physically?	A provider can determine if they wish to keep hard copies or computer filed copies of the Parent Statement, however the version that is kept on file must be physically signed by both the Parent and the provider. Whichever method is chosen the records must be retained and available at all times for inspection / compliance.
11.	How long do we have to get the parent to sign the Parental Statement and return back to the service?	The Parental Statement needs to be signed within 20 days of the child starting in your service.
12.	I am a partner service and run SAC only, none of my staff have qualifications. What should I input in the Qualification section of the Parent Statement?	A provider can insert 'No Qualifications' into this section on the Parent statement.

Core Funding – Review and Confirm

1.	if there is a change in staff after August Review and Confirm e.g., a L8 Room Leader has started work on September 1st, will the funding be adjusted?	Decrease/Increases to the Graduate Lead Educator / Manager Premiums are allowed throughout the Programme and can be submitted through an Application Change and/or Review and Confirm with Changes. Please note - Partner Service's base rate on the date of approval of their August Review and Confirm or the date of approval of their original application, whichever is the later, will be used as their highest value base rate for the programme year. Partner Service's base rate may fluctuate throughout the programme year, but no Partner Service will be able to increase their base rate funding allocations above this highest value amount.
2.	To complete the Fee Table and Parent Statements for 2023-24, do you have to have the core funding application submitted?	The Fees Table and relevant Parent Statement will be available once you are at the relevant application status. Your Core Funding application must be flagged under one of the following statuses for this to generate a Partner Service Parent Statement: "Submitted/Contracted / Under Appraisal / Referred Back / or, Approved" this is to avoid having to re-create your Parent Statement. If you withdraw from Core Funding during the programme year you will need to re-issue your Parent Statement so that an updated Parent Statement is generated, i.e., no longer a Partner Service. If you are an Approved Provider, or Non-Partner service, i.e., not contracted into Core Funding you must create an Approved Provider Parent Statement. For an Approved Provider it is important to note that if you are signing up to Core Funding after 31st August you will need to re-issue your Parent Statement so that an updated Partner Service Parent Statement is generated.

Further guidance on completing the Fee Table and Parent statement can be found under the 'Help and Support' section on your Hive account.