

## **Regulation 31**

### **ANNUAL FEE [AND EXEMPTIONS]**

#### **1. PURPOSE**

To ensure all Early Years Service providers pay annual fees (unless exemption applies) in accordance with the Regulation.

The Annual Fee is submitted to the Early Years Service. The annual fee is payable on the first anniversary of notification of the service to the Early Years Service and on an annual basis thereafter. Early Years Service providers will be notified in writing when the fee is due for payment. Early Years Service providers can make 'application' for exemption from paying fees.

#### **2. SCOPE**

Early Years Service providers as appropriate

#### **3. RESPONSIBILITY**

Early Years Inspection Service.

#### **4. RELEVANT LEGISLATION/ DOCUMENTS**

Child Care Act 1991

Child Care (Pre-School Services) (No 2) Regulations 2006 [S.I. No. 604 of 2006]

Child Care (Pre-School Services) (No 2) (Amendment) Regulations 2006 [S.I. 643 of 2006].

Child Care (Pre-School Services) (No2) Regulations 2006 and Explanatory Guide to Requirements and Procedures for Notification and Inspection (DOH&C 2006)

National Standards for Preschool Services [DOHC 2010]

#### **5. RELATED FORMS/RECORDS**

Request for Annual Fee (**AF1**)

Acknowledgement of Fees (**AF2**)

Acknowledgement Exemption Form (**AF3**)

Change in Circumstances Form (**NP5**)

#### **6. PROCEDURE**

6.1 Request for Annual Fee letter (AF1) and the Change of Circumstances Form (NP5) is sent out to all notified service providers.

6.2 On receipt of correct annual fee and completed Change of Circumstances Form (NP5), cheque is date stamped and forwarded to relevant accounts department (Local arrangements may apply).

6.3 Acknowledgment of receipt of fees (AF2) or request for exemption (AF3) is forwarded to service provider.

6.4 Update premises file/premises database/annual fees database.

**Document: STANDARD OPERATING PROCEDURES (SOP) FOR THE EARLY YEARS SERVICES INSPECTORATE**

Version: 1  
Issued: 15/05/2013  
Implementation 20/05/2013  
Review: 20/09/2013

**AF1(a)**

Date  
Name  
Address of Preschool

**RE: Annual Fees – payment of**

Regulation 31, Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006

Dear Service Provider,

Under Part VII of The Child Care Act 1991 and in accordance with Part VI Regulation 31 (1) of the Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006 an Annual Fee is payable by a preschool service towards the cost of inspection.

The Health Service Executive is now requesting payment of this fee for the year (*specify year*). The appropriate fees are detailed as follows:

<b>Full Day Care</b>	<b>€80.00</b>
<b>Sessional Care</b>	<b>€40.00 (less than 3.5 hours per day)</b>
<b>Child Minder</b>	<b>€40.00</b>
<b>Drop-In</b>	<b>€80.00</b>
<b>Part Time Day Care</b>	<b>€80.00</b>
<b>Overnight Pre-School Services</b>	<b>€80.00</b>

In accordance with Regulation 31 (2) the annual fee is payable on the first anniversary of notification of the service to the HSE and on an annual basis thereafter. You will be notified in writing when the fee is due for payment.

Applications for an exemption from the fee will be considered from services where a child is not maintained for profit. Such applications should be accompanied by a letter from the service provider / committee / board of management outlining the reasons for such a request. Please indicate clearly the name and address of chair person [where appropriate].

**Please complete the enclosed form (NP5) and return to this office with the appropriate fee or written request for an exemption within 28 days**

Yours sincerely

\_\_\_\_\_  
Early Years Inspection Service

If this SOP is not fully followed, the reason for doing so should be clearly recorded and brought to the attention of the HSE manager of the service without delay. It should be recorded on the file.

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*Please detach this portion and include with your payment or request for exemption. If requesting an exemption please include a letter detailing reasons for request.*

Name \_\_\_\_\_ Amount enclosed € \_\_\_\_\_

Address \_\_\_\_\_

Name of Pre-School Service \_\_\_\_\_

Address of Pre-School Service \_\_\_\_\_

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**AF 2(a)**

Date  
Name  
Address

**RE: Annual Fees – payment of**

Regulation 31, Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006

Dear Service Provider,

I wish to acknowledge receipt of Postal Order / Money Order / Cheque / other [delete as appropriate] for the sum of €40.00 / €80.00 in respect of the annual fee for (*Name of Pre-School Service*) required under the above Regulation.

An official receipt is enclosed / will be issued to you in due course (*delete as appropriate*).

If you have any queries, please do not hesitate to contact me at the above number/ address.

Yours sincerely

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Early Years Inspection Service

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**AF 3(a)**

Date

Name

Address of Preschool

**RE: Annual Fees – exemption**

Regulation 31, Child Care (Pre School Services) (No 2) Regulations 2006 and of the Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006

Dear Service Provider,

Thank you for your correspondence regarding the above premises.

Your request for exemption of the annual fee has been granted. However this exemption remains open to review if circumstances change.

Or your request for an exemption has been declined for the following reason(s)

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Yours sincerely

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**NP 5(a)**

**In accordance with Regulation 11 (1) of the Child Care (Pre School Services) (No 2) Regulations 2006 and Child Care (Pre School Services) (No 2) (Amendment) Regulations 2006 the following notification is required to be completed where a change in the notification details of a service occur.**

**Notification in change in Circumstances**

Name of Early Years Service: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Details: \_\_\_\_\_

No. of children catered for in the Premises: \_\_\_\_\_

Age range of children to be catered for: \_\_\_\_\_

No. of staff employed: \_\_\_\_\_

Manager/Designated Person  
In charge: \_\_\_\_\_

Current Community Chairperson  
(If applicable): \_\_\_\_\_

Company Secretary  
(If applicable): \_\_\_\_\_

Opening Hours: \_\_\_\_\_

Days of Operation: \_\_\_\_\_

Please outline any change  
In notified circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please add page if necessary.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position \_\_\_\_\_ Date: \_\_\_\_\_

If this SOP is not fully followed, the reason for doing so should be clearly recorded and brought to the attention of the HSE manager of the service without delay. It should be recorded on the file.