

How to Create a Fee Table

How to get the best from this guide:

- If you think you might use this guide regularly, remember you can add this guide to your bookmarks or save it to your device
- Using the zoom function on your device can also make an image easier to read

Please Note: All data used throughout training documentation is selected for training and demonstration purposes only – actual data may vary



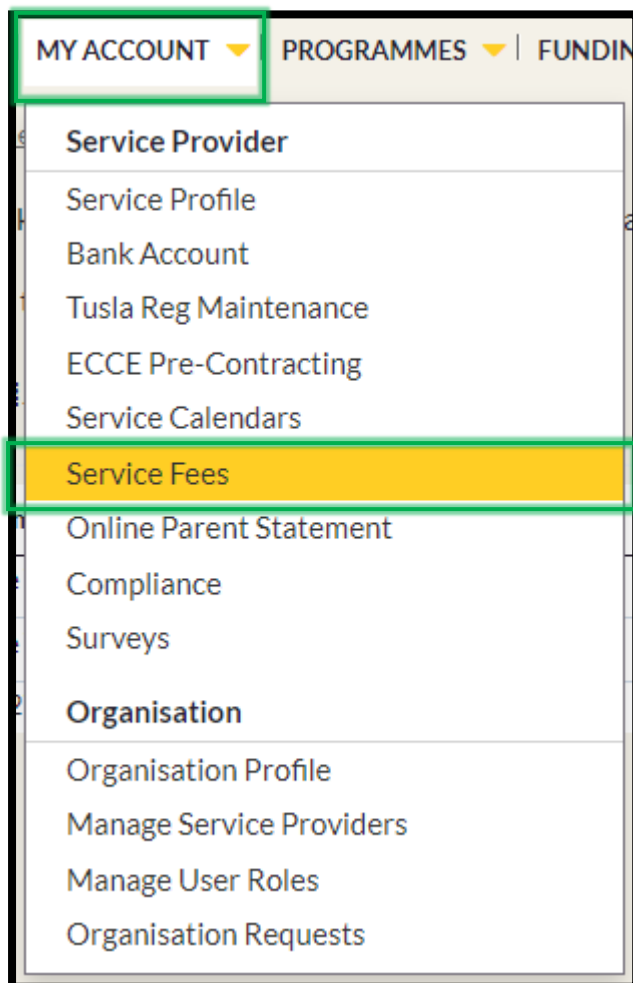
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Section 1: Where to find your Fee Table

Navigate to the **“My Account”** tab and select **“Service Fees”**



A service can only have one Active Fee Table at a time. If you wish to edit your Fee Table after submission at any time, please use the steps in Section 8 and resubmit.

Do not “Create” a new Fee Table if you are only editing a Fee Option or Fee Extra as this will replace your Active Fee Table.

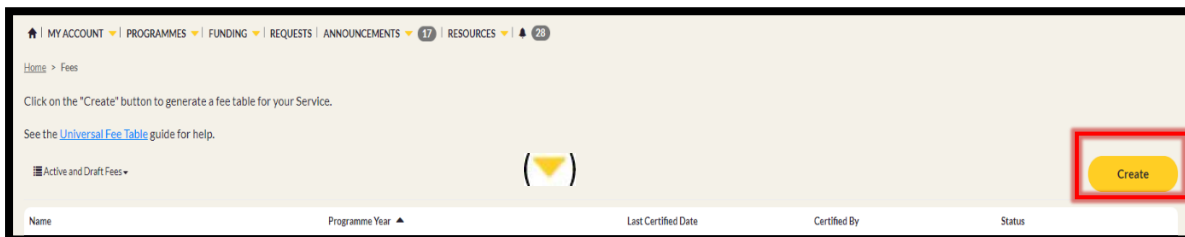
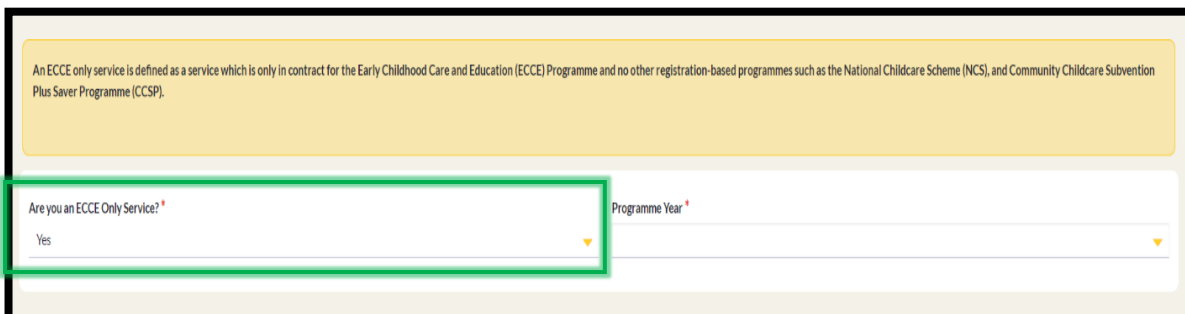
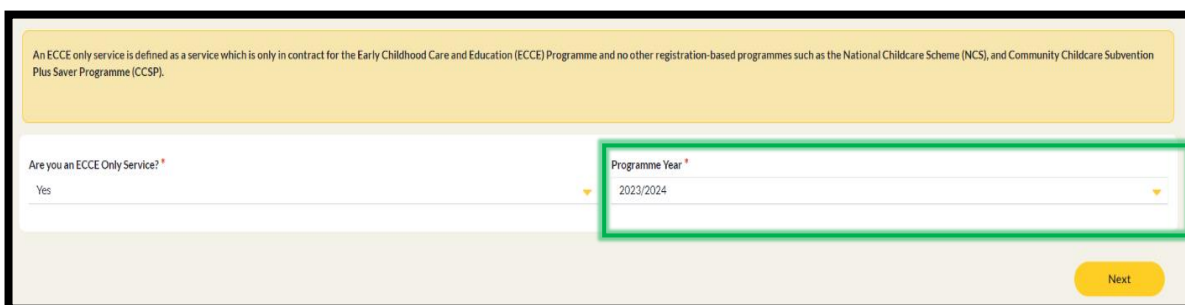
Section 2: Creating a Fee Table – (ECCE only)

An ECCE only service is defined as a service which is only in contract for the Early Childhood Care and Education (ECCE) programme and no other registration based programme such as the National Childcare Scheme (NCS) and Community Childcare Subvention Plus Saver Programme (CCSP)

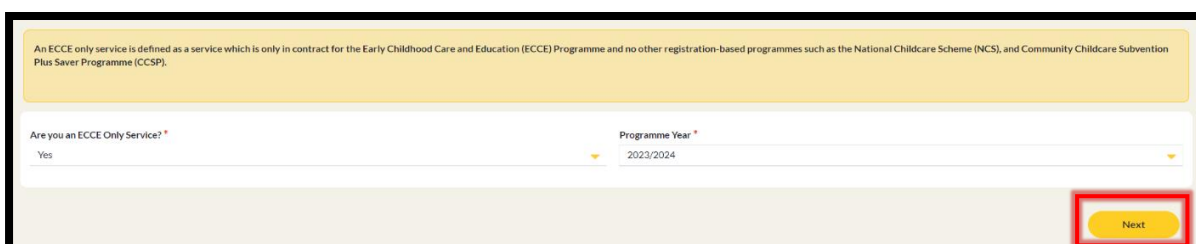
Reminder: A red asterix* highlights that a section is mandatory to complete before proceeding.



1. On the right-hand side of the page, click on **Create**

3. On the right-hand side of the page, click **Next**



Section 3: Creating Fee Options

1. Under the **Fee Options** section, on the right-hand side, click on **Create**



FEE OPTIONS
Create

Fee Type Name	Session Type	Session Start Time	Session Finish Time	Hrs per Day	Days per Week	Hrs Per Week	Fee	Full Fee-Non-ECCE Eligible Children	Created On	Modified On	Effective From	Effective To
There are no records to display.												

2. You will then enter the details of the Fee Option

Example: Sessional Day Care – AM Session

ECCE Only – Sessional – This session is only offering ECCE subsidised hours, therefore no extra charges will apply. In this scenario for “**Full Fee-Non-ECCE Eligible Children**” please enter ‘0’ in the free text box. Session Type AM/PM always refers to when ECCE 3 hours take place.

3. Click Submit once all the relevant fields are answered.

CREATE
×

DETAILS

Fee Type Name *

Sessional - AM 9-12

Session Type *

AM

Session Start Time *

09:00

Session Finish Time *

12:00

Number of Hours per Day *

3

Number of Days per Week *

5

Hrs Per Week

15

Fee *

0.00

Full Fee-Non-ECCE Eligible Children *

0

Effective From *

21/08/2023

Effective To

09/06/2024

Submit

4. You can submit as many Fee Options as applicable to your service by repeating the above process.



***You must insert at least one Fee Option in order to submit your Fee Table.**

Section 4: Creating Fee Extras

- Once all Fee Options have been entered you will then select your Fee Extra's, if applicable. **If an approved provider does not collect any deposits, offer discounts, or optional extras, this must be stated on the fees list.**

From the **"Fee Extras"** section please select

Create

Fee Type Name	Session Type	Session Start Time	Session Finish Time	Hrs per Day	Days per Week	Hrs Per Week	Fee	Full Fee-Non-ECCE Eligible Children	Created On	Modified On	Effective From	Effective To
Sessional - AM 9-12	AM	09:00	12:00	3.00	5	15.00	0.00	0.00	27/07/2023 17:06	27/07/2023 17:06	21/08/2023	09/06/2024
Sessional - PM 1-4	PM	13:00	16:00	3.00	5	15.00	0.00	0.00	27/07/2023 17:07	27/07/2023 17:07	21/08/2023	09/06/2024

FEE EXTRAS

Type	Extras	Amount	Description	Additional Detail / Conditions	Created On	Modified On	Effective From	Effective To
There are no records to display.								

Example 1: Additional 30 minutes (ECCE Only)

CREATE

DETAILS

Type *

Optional Extra

Extras *

30 additional minutes

Amount *

50

Description *

for an additional 30 minutes a day

Effective From *

21/08/2023

Effective To

09/07/2024

Additional Detail / Conditions

This Fee is for an additional 30 Minutes a Day - 5 days a week

Submit

Example 2: Deposit for Child Placement (ECCE Only)



CREATE

DETAILS

Type *

Deposit

Amount

100

Description *

Deposit for placement

Effective From *

21/08/2023

Effective To

09/06/2024

Additional Detail / Conditions

This Fee is for the placement of the child - will be returned once the child's registration has been approved on HIVE

Submit

Example 3: No Fee Extras

CREATE

DETAILS

Type *

N/A

Amount

Description

We do not offer any deposits, offer discounts, or optional extras

Effective From

28/08/2023

Effective To

14/07/2024

Additional Detail / Conditions

We do not offer any deposits, offer discounts, or optional extras

Submit

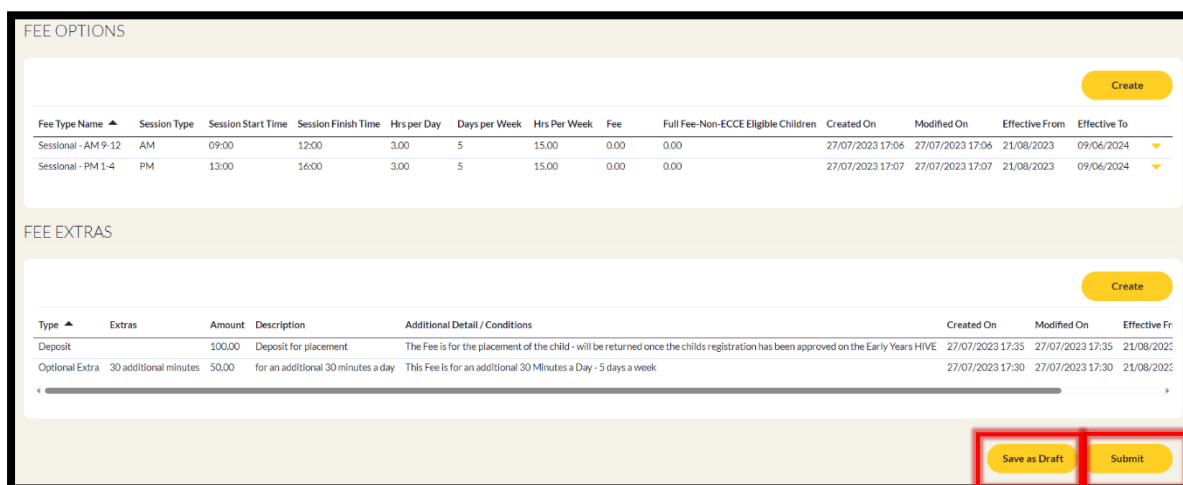
2. Once all the correct details have been entered, you can select

Submit



Section 5: Submitting the Fee Table

- Once you have entered all of your services fee options and fee extras, you can either save your fees table by selecting **“Save as Draft”** or submit by selecting **“Submit”**



FEE OPTIONS

Fee Type Name	Session Type	Session Start Time	Session Finish Time	Hrs per Day	Days per Week	Hrs Per Week	Fee	Full Fee-Non-ECCE Eligible Children	Created On	Modified On	Effective From	Effective To
Sessional - AM 9-12	AM	09:00	12:00	3.00	5	15.00	0.00	0.00	27/07/2023 17:06	27/07/2023 17:06	21/08/2023	09/06/2024
Sessional - PM 1-4	PM	13:00	16:00	3.00	5	15.00	0.00	0.00	27/07/2023 17:07	27/07/2023 17:07	21/08/2023	09/06/2024

FEE EXTRAS

Type	Extras	Amount	Description	Additional Detail / Conditions	Created On	Modified On	Effective Fr
Deposit		100.00	Deposit for placement	The Fee is for the placement of the child - will be returned once the child's registration has been approved on the Early Years HIVE	27/07/2023 17:35	27/07/2023 17:35	21/08/2023
Optional Extra	30 additional minutes	50.00	for an additional 30 minutes a day	This Fee is for an additional 30 Minutes a Day - 5 days a week	27/07/2023 17:30	27/07/2023 17:30	21/08/2023

Save as Draft **Submit**

- You will receive a green banner to confirm that your Fee Table is submitted successfully.

From this page, you can enter the parents statement by clicking [‘HERE’](#)

Reminder: You must have a submitted Active Fee Table in order to complete your Parent Statement.

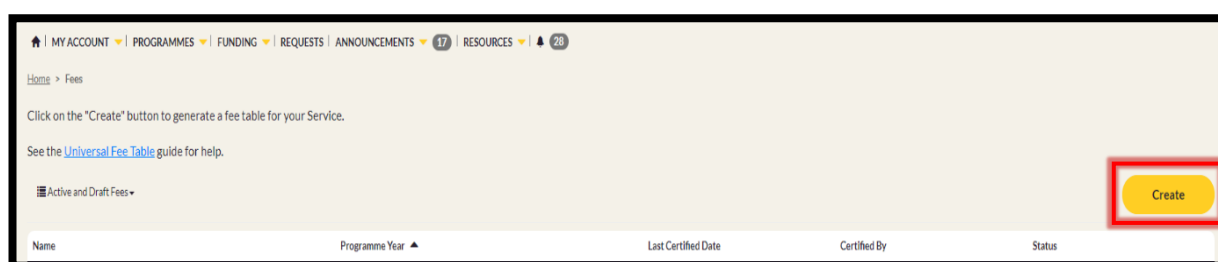


Section 6: Creating Fee Table – (Cross Programme)

A Cross Programme Fees Table should be completed if your Service offers NCS and/or CCSP and/or ECCE.

Reminder: A red asterix* highlights that a section is mandatory to complete before proceeding.

- On the right-hand side of the page, click on **Create**



Create

Name	Programme Year	Last Certified Date	Certified By	Status
------	----------------	---------------------	--------------	--------

- Use the yellow drop-down arrow (▼) to select "**No**" for the question "**Are you an ECCE only Service**". Then select the "**Programme Year**".

An ECCE only service is defined as a service which is only in contract for the Early Childhood Care and Education (ECCE) Programme and no other registration-based programmes such as the National Childcare Scheme (NCS), and Community Childcare Subvention Plus Saver Programme (CCSP).

Are you an ECCE Only Service? *

No

Programme Year *

2023/2024

Next

- On the right-hand side of the page, click **Next**

An ECCE only service is defined as a service which is only in contract for the Early Childhood Care and Education (ECCE) Programme and no other registration-based programmes such as the National Childcare Scheme (NCS), and Community Childcare Subvention Plus Saver Programme (CCSP).

Are you an ECCE Only Service? *

Yes

Programme Year *

2023/2024

Next

- Under the **Fees** section, on the right-hand side, click on **+ Create**

Fees

Fees Options

+ Create

Fee Type Name	ELC/SAC	Age Range	ECCE Available?	Session Start Time	Session Finish Time	Incorporated Services?	Choose Incorporated Services	Additional Information	Hrs per Day	Days per Week	Hrs Per Week	Full Fee	Fee (including ECC
There are no records to display.													

Example 1: Full Day Care with Meals incorporated

Full day Session – This session offers a combination of 3 ECCE free hours plus extra hours to provide a full day's care. In this example, the service charges €200 for a full day's care.



However, when the ECCE subsidy (€64.50) is included the cost of the session reduces to €135.50.

CREATE

DETAILS

Fee Type Name *

Full daycare 9-5

ELC/SAC *

ELC

Min Age (Year) *

0

Min Age (Months)

6

Max Age (Year) *

6

Max Age (Months)

Age Range

0y 6m - 6y

ECCE Available for ECCE Eligible Children?

☐ No
 ☒ Yes

Session Start Time *

09:00

Session Finish Time *

17:00

Incorporated Services? *

Yes

Choose Incorporated Services

Meal

Hrs per Day *

8

Days per Week *

5

CREATE

yes

meal

Hrs per Day *

8

Days per Week *

5

Hrs Per Week

40

Full Fee *

200

Fee (including ECCE - 3 free hours) *

135.50

Effective From *

21/08/2023

Effective To

25/08/2024


Additional Information

Full day care provided, including meals for 52 weeks of the year

Submit

Example 2: Part Time Care with Meals Incorporated

10



Part time Session – This session offers a combination of 3 ECCE free hours plus extra hours. The ECCE subsidy for 3 hours is €64.50. In this example, the service charges €110 for a 2pm – 6pm session. However, when the ECCE subsidy (€64.50) is deducted the cost of the session reduces to €45.50.

CREATE

DETAILS

Fee Type Name *

Part Time - PM

ELC/SAC *

ELC/SAC

Min Age (Year) *

0

Min Age (Months)

6

Max Age (Year) *

15

Max Age (Months)

Age Range

0y 6m - 15y

ECCE Available for ECCE Eligible Children?

☐ No
 ☒ Yes

Session Start Time *

14:00

Session Finish Time *

18:00

Incorporated Services? *

Yes

Choose Incorporated Services

Meal

Hrs per Day *

4

Days per Week *

5

CREATE

res

Meal

Hrs per Day *

4

Days per Week *

5

Hrs Per Week

20

Full Fee *

110

Fee (including ECCE - 3 free hours) *

45.50

Effective From *

21/08/2023

Effective To

25/08/2024

Additional Information

Part time care including ECCE - Meal included

Submit

Example 3: Afterschool Care excluding ECCE, Meals and Transport incorporated



Non-ECCE session – For this session, the service has chosen not to enter the ECCE scheme. This means no subsidy is offered. For example, if the service has chosen to charge €150 for the session, The **Fee including ECCE** will not need to be entered as the service has chosen ‘No’ for the question **ECCE Available for ECCE Eligible Children?** In this scenario for ‘**Fee including (ECCE – 3 free hours)**’ please leave the text box empty.

CREATE

DETAILS

Fee Type Name *

Afterschool

ELC/SAC *

SAC

Min Age (Year) *

6

Min Age (Months)

Max Age (Year) *

15

Max Age (Months)

Age Range

6y - 15y

ECCE Available for ECCE Eligible Children?

☒ No ☐ Yes

Session Start Time *

14:00

Session Finish Time *

18:00

Incorporated Services? *

Yes

Choose Incorporated Services

Meal, Transport

Hrs per Day *

4

Days per Week *

5

CREATE

yes

Meal, transport

Hrs per Day *

4

Days per Week *

5

Hrs Per Week

20

Full Fee *

150

Fee (including ECCE - 3 free hours)

Effective From *

21/08/2023

Effective To

30/06/2024

Additional Information

Afterschool with dinner and pickup from local school provided

Submit

- Once all the correct details have been entered, you can select **Submit**



Section 7: How to add Fee Extras (Cross Programme)

1. Once all Fee Options have been entered you will then select your Fee Extra's, if applicable.

From the “**Fee Extras**” section please select **Create**

Example: 10% Discount on full day care for siblings

CREATE

Type *

Discount

Amount

20

Description *

10% sibling discount on full day care with meals

Effective From *

21/08/2023

Effective To

25/08/2024

Additional Detail / Conditions

10% sibling discount on full day care with meals

Submit

2. Once all the correct details have been entered, you can select **Submit**



4.3. _____ Once you have selected all the details of your Fee Table, you will then be able to see all Fees listed as shown below:

FEES											
Fees Options											
Fee Type Name	ELC/SAC	Age Range	ECCE Available?	Session Start Time	Session Finish Time	Incorporated Services?	Choose Incorporated Services	Additional Information	Hrs per Day	Days per Week	H
Afterschool	SAC	6y - 15y	No	14:00	18:00	Yes	Meal, Transport	Afterschool with dinner and pickup from local school provided	4.00	5	20
Full Day care with meals	ELC	0y 6m - 6y	Yes	09:00	17:00	Yes	Meal	Full day with Meals	8.00	5	40
Part Time - PM	ELC/SAC	0y 6m - 15y	Yes	14:00	18:00	Yes	Meal	Part time care including ECCE - Meal included	4.00	5	20
Part time only	ELC	0y 6m - 15y	Yes	09:00	13:00	No		Part time care - 4hrs per day - no meals/transport included	4.00	5	20

Fees Extras									
Type	Extras	Amount	Description	Additional Detail / Conditions	Created On	Modified On	Effective From	Effective To	
Discount		20.00	10% sibling discount on full day care with meals	10% sibling discount on full day care with meals	27/07/2023 16:36	27/07/2023 16:36	21/08/2023	25/08/2024	

FEES											
Fees Options											
es?	Choose Incorporated Services	Additional Information	Hrs per Day	Days per Week	Hrs Per Week	Full Fee	Fee (including ECCE - 3 Free Hours)	Created On	Modified On	Effective From	Effective To
	Meal, Transport	Afterschool with dinner and pickup from local school provided	4.00	5	20.00	150.00		27/07/2023 16:36	27/07/2023 16:36	21/08/2023	30/06/2024
	Meal	Full day with Meals	8.00	5	40.00	200.00	135.50	27/07/2023 16:36	27/07/2023 16:36	21/08/2023	25/08/2024
	Meal	Part time care including ECCE - Meal included	4.00	5	20.00	110.00	45.50	27/07/2023 16:36	27/07/2023 16:36	21/08/2023	25/08/2024
		Part time care - 4hrs per day - no meals/transport included	4.00	5	20.00	110.00	45.50	27/07/2023 16:38	27/07/2023 16:38	21/08/2023	25/08/2024

Fees Extras									
Type	Extras	Amount	Description	Additional Detail / Conditions	Created On	Modified On	Effective From	Effective To	
Discount		20.00	10% sibling discount on full day care with meals	10% sibling discount on full day care with meals	27/07/2023 16:36	27/07/2023 16:36	21/08/2023	25/08/2024	

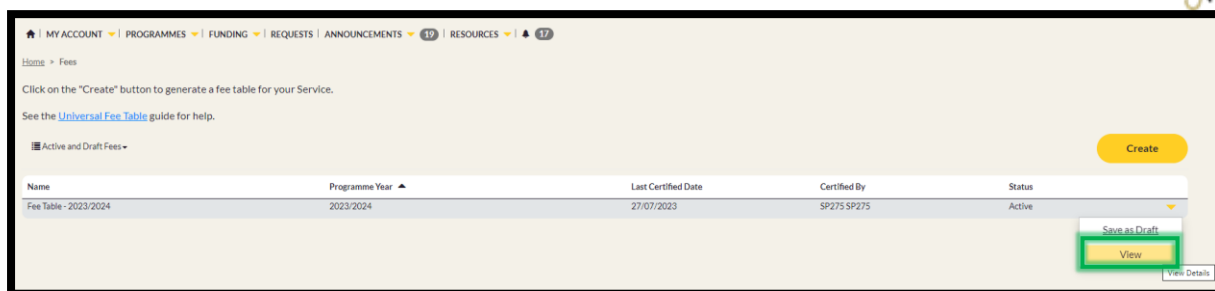
Print Fees Print Fees Irish

5.4. _____ You can then submit your fee table by selecting **Submit**

Section 8: How to View and Print Fees

1. Navigate to the **"My Account"** tab and select **"Service Fees"**
2. From the yellow dropdown on the right-hand side select **"View"**

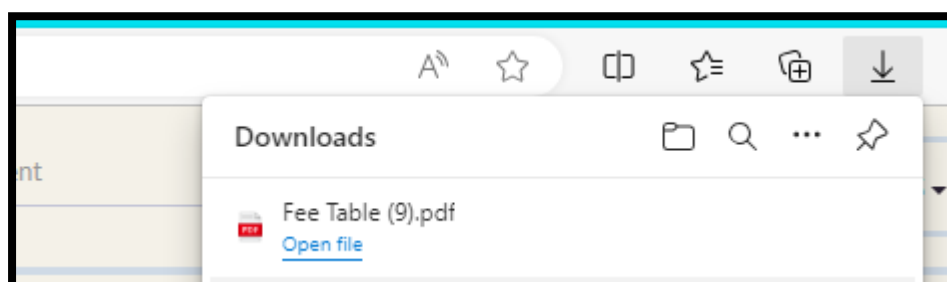




- At the bottom of the page there is an option to **“Print Fees”** or **“Print Fees Irish”** – Please select which is applicable to your Service



- Once you have selected your print option, a download will appear at the top of your browser. From here you can view and Print the Fee Table



1 of 1

Service Provider: SP275
 Programme Year: 2023/2024
 Status: Active

Fee Options

Fee Type Name	Session Type	Session Time	Start	Session Time	Finish	Hrs per Day	Days per Week	Hrs per Week	Fee	Full Fee	Effective From	Effective To
Sessional - AM 9-12	AM	09:00		12:30		3	5	15	0	0	21/08/2023	09/06/2024
Sessional - PM ~ 4 day week	PM	13:00		16:30		3.5	4	14	0	0	21/08/2023	09/06/2024

Fee Extras

Type	Extras	Amount	Description	Additional Details/Conditions	Effective From	Effective To
Optional Extra	One Paid Preschool Trip	20	school trip to zoo	school trip to zoo on 15/05/2024	13/05/2024	

Section 98: How to Edit a Fee Table

1. Navigate to the **"My Account"** tab and select **"Service Fees"**
2. From the yellow drop-down arrow (▼) on the right-hand side, select **"Save as Draft"**. This will then create an editable draft version of the Fees Table

Home > Fees
19 | 17

Click on the "Create" button to generate a fee table for your Service.
 See the [Universal Fee Table](#) guide for help.

Active and Draft Fees

Name	Programme Year	Last Certified Date	Certified By	Status
Fee Table - 2023/2024	2023/2024	27/07/2023	SP275 SP275	Active

Create

Save as Draft
 View

3. A draft Fee Table will appear above your active Fee Table. Select the yellow dropdown of the **Draft** Fee Table and select **"Edit"**

Home > Fees
19 | 17

The Fee Table has been saved as DRAFT.

Click on the "Create" button to generate a fee table for your Service.
 See the [Universal Fee Table](#) guide for help.

Active and Draft Fees

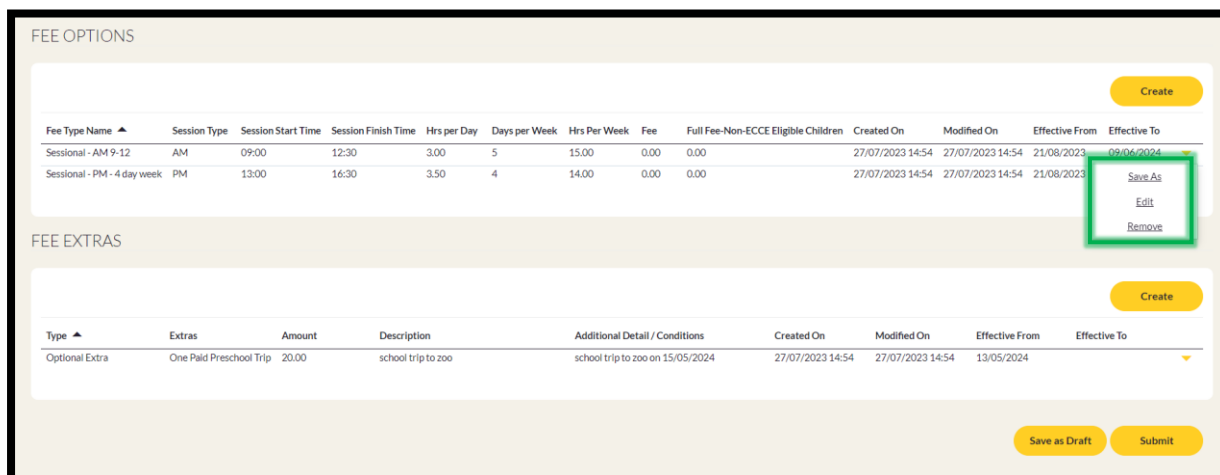
Name	Programme Year	Last Certified Date	Certified By	Status
Fee Table - 2023/2024	2023/2024			Draft
Fee Table - 2023/2024	2023/2024	27/07/2023	SP275 SP275	Active

Create

Edit
 Delete

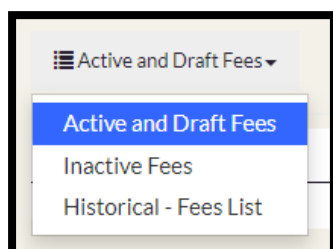


- Once in the draft version, select the yellow dropdown next to the Fee Option or Fee Extra you wish to change or remove. Apply the same '**Save As**' and '**Remove/Edit**' method to anything you wish to edit for your service Fee Options or Fee Extras. Once completed, select **Submit** and this will become your new **Active** Fee Table and will replace your previous Fee Table.



Section 109: How to View Fee Table History

- There is an option to view Active and Draft Fee Tables, Inactive Fee Tables and Historical Fees Lists on the main landing page of your Service Fees section. The view will automatically filter to show the Active and Draft Fee Table, however when selecting the drop down arrow, it will present the other options of "**Inactive Fees**" and "**Historical – Fees List**"



- To view the **Inactive Fees**, click on the yellow drop-down arrow on the right-hand side of the page and select "View".

The same process applies to **Historical – Fees List**



Status	Modified On	
Inactive	24/07/2023 14:24	▼
Inactive	25/07/2023 1	View
Inactive	27/07/2023 16:17	▼

