

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

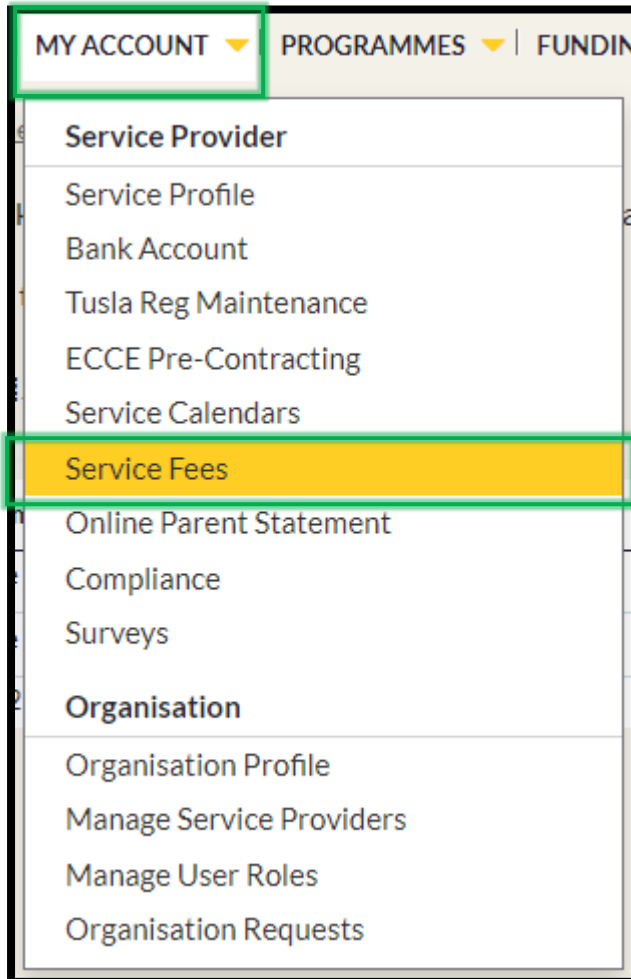
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Section 1: Where to find your Fee Table

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



A service can only have **one** Active Fee Table per programme year 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 on a submitted Active Fee Table as this will replace your current Active Fee Table.

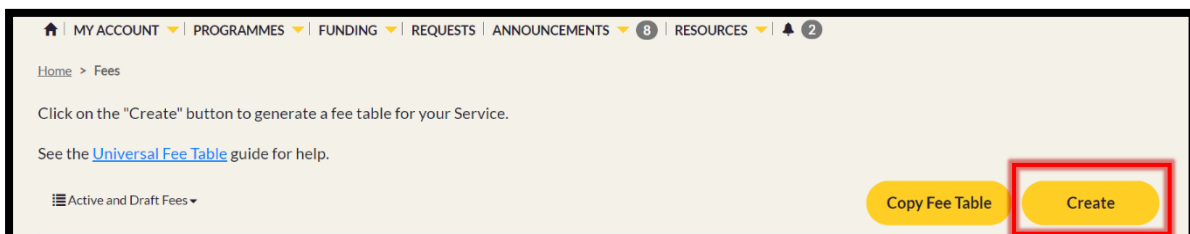


Section 2: Creating a Fee Table – (ECCE only)

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 



Home > Fees

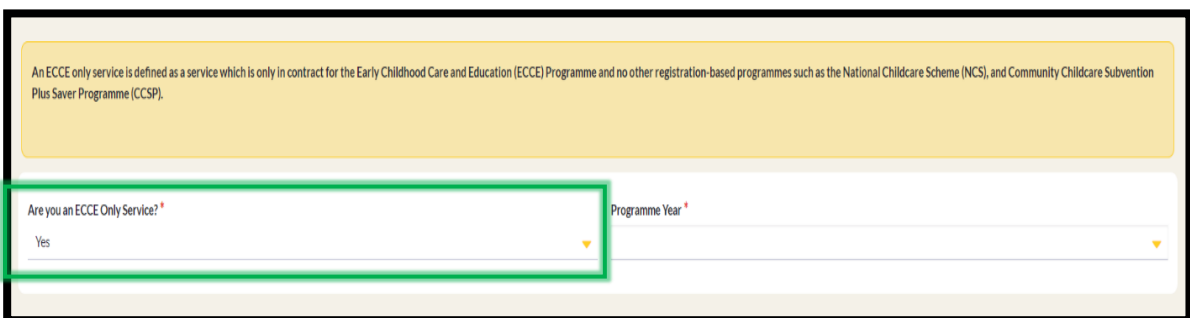
Click on the "Create" button to generate a fee table for your Service.

See the [Universal Fee Table](#) guide for help.

Active and Draft Fees

Copy Fee Table Create

2. Use the yellow drop-down arrow (▼) to select “Yes” for the question “Are you an ECCE only Service?” Then select the “Programme Year”.

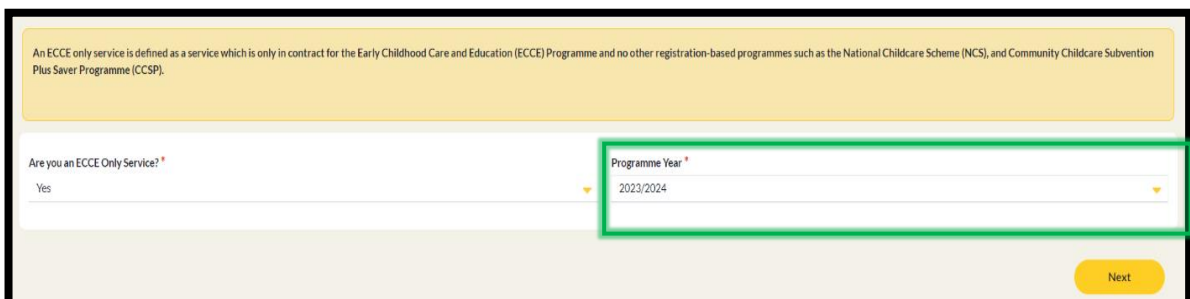


An ECCE only service is defined as a service which is only in contract for the Early Childhood Care and Education (ECCE) Programme and no other registration-based programmes such as the National Childcare Scheme (NCS), and Community Childcare Subvention Plus Saver Programme (CCSP).

Are you an ECCE Only Service?*

Yes ▼

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?*

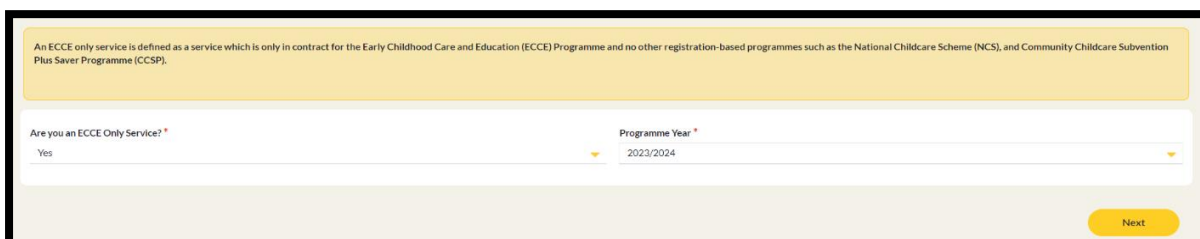
Yes ▼

Programme Year*

2023/2024 ▼

Next

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



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

Section 3: Approved Provider or Partner Service

1. **Please select Approved Provider** if you are not/do not intend to be a service with an active Core Funding Partner Service Funding Agreement for the programme year to which this Fee Table applies.

If the service provider has no active Core Funding (CF) application or has a CF application, that is at Draft/Declined/New/System Cancelled or Withdrawn **and** has an active contract under another scheme i.e. NCS/ECCE/CCSP within the date range of 1st May 24 – 31st August 2025 then they are considered an approved provider.

2. **Please select Partner Service** if you are a service who has/intends to have an active Core Funding Partner Service Funding Agreement with the Minister and agrees to operate fee management and quality improvements for the programme year to which this Fee Table applies.

If the service provider has an application for Core Funding, that is at submitted/approved/contracted/under appraisal or referred-back status within the date range of 1st May 2024 – 31st August 2025 then they are considered a partner service.

Select your current service status:

It is a mandatory requirement under DCEDIY Funding Schemes to complete a Fee Table.

Please select **Approved Provider** if you are not/do not intend to be a service with an active Core Funding Partner Service Funding Agreement for the programme year to which this Fee Table applies.

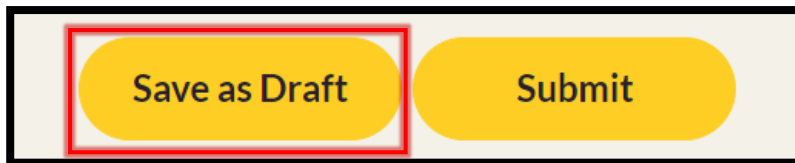
Please select **Partner Service** if you are a service who has/intends to have an active Core Funding Partner Service Funding Agreement with the Minister and agrees to operate fee management and quality improvements for the programme year to which this Fee Table applies.

Approved Provider Partner Service

Approved Provider Partner Service

3. Before continuing with your Fee Table, if you are changing the status of your service, you will need to scroll to the bottom of the page and select **Save as Draft** to save the new Service status.





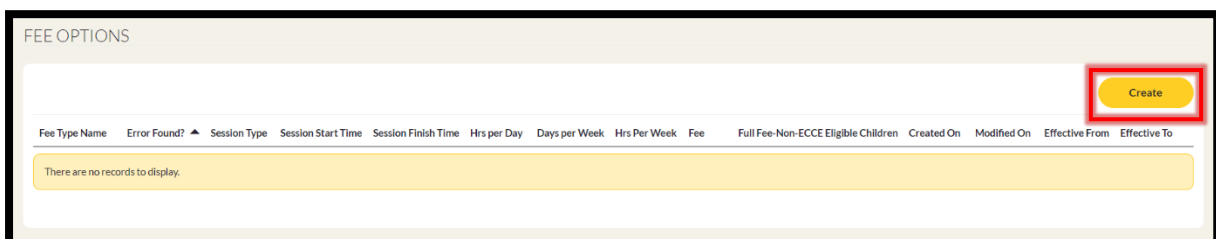
- You will then need to Edit your draft fee table and continue entering the details of the Fee Options and Fee Extras.

Name	Programme Year ▲	Last Certified Date	Certified By	Status
Fee Table - 2024/2025	2024/2025			Draft
Fee Table - 2023/2024	2023/2024	25/06/2024	SP744 SP744	Act

Edit
Delete

Section 4: Creating Fee Options

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



- 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.

- Click Submit once all the relevant fields are answered.



CREATE x

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 5: Creating Fee Extras

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

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

FEE EXTRAS Create

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 * Extras *

Optional Extra 30 additional minutes

Amount *

50

Description *

for an additional 30 minutes a day

Effective From * Effective To

21/08/2023 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 * Effective To

21/08/2023 09/06/2024

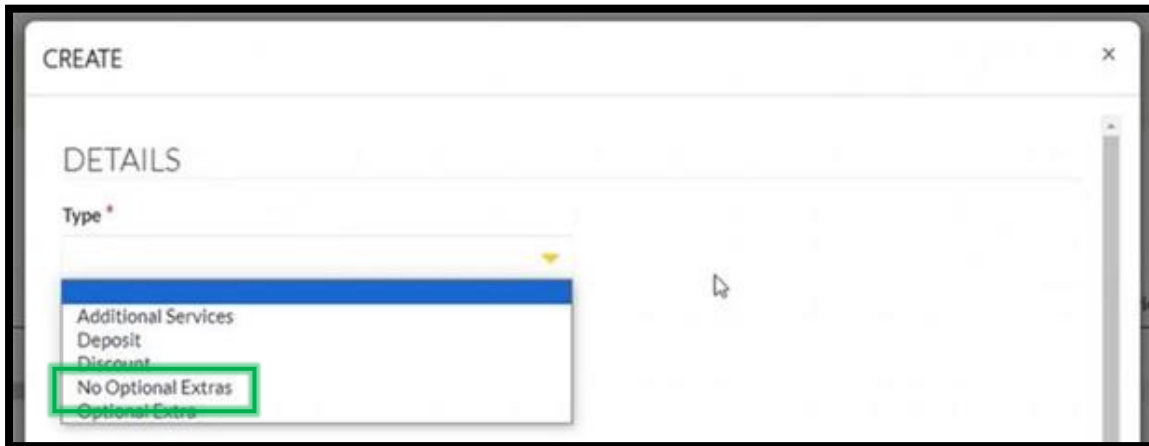
Additional Detail / Conditions

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

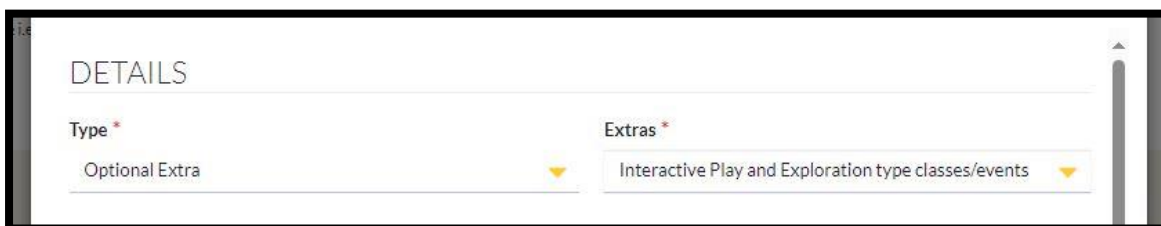
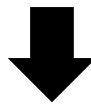
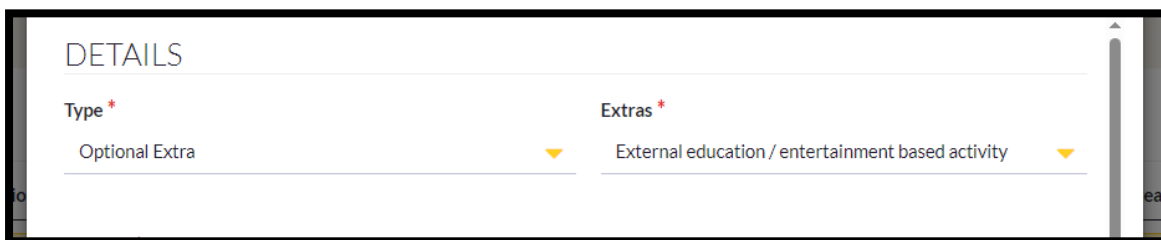
Submit



Please note: If you do not offer any 'optional extras' you must select 'no optional extras' in the fee extra section of the Fee Table.



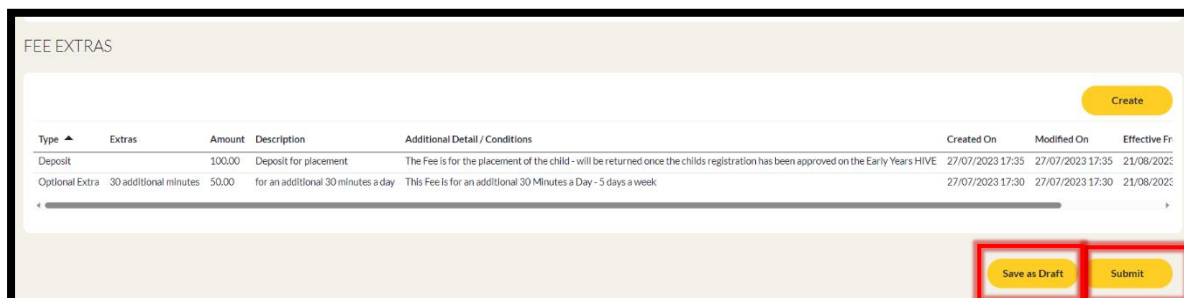
Please note: the 'External Education' has been renamed to 'Interactive Play and Exploration type classes/events' (see 2024 ECCE Programme Rules – under Appendix 1 Optional Extras Document) on the Fee Extras – Optional Extra. Please see below:



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

Section 6: Submitting the Fee Table

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

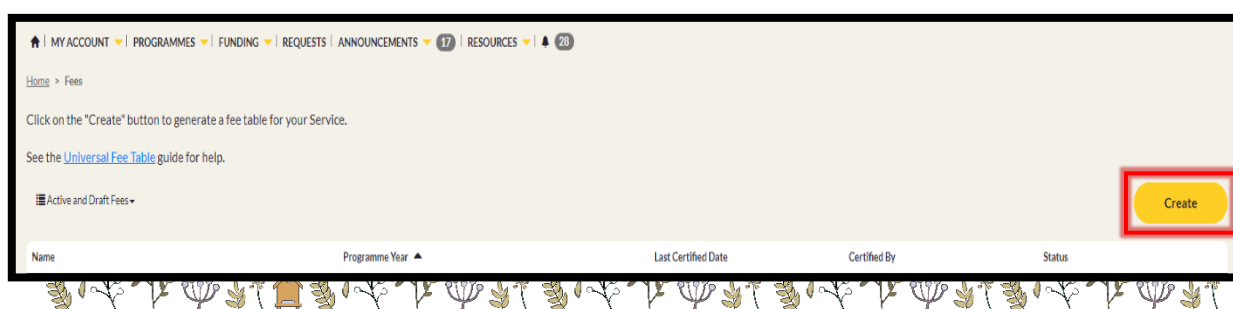


Section 7: Creating Fee Table – (Cross Programme)

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**



2. 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 *
 ▼

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 ▼

2023/2024

Next

3. 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

Section 8: Approved Provider or Partner Service

1. **Please select Approved Provider** if you are not/do not intend to be a service with an active Core Funding Partner Service Funding Agreement for the programme year to which this Fee Table applies.

If the service provider has no active Core Funding (CF) application or has a CF application, that is at Draft/Declined/New/System Cancelled or Withdrawn **and** has an active contract under another scheme i.e. NCS/ECCE/CCSP within the date range of 1st May 24 – 31st August 2025 then they are considered an approved provider.



2. **Please select Partner Service** if you are a service who has/intends to have an active Core Funding Partner Service Funding Agreement with the Minister and agrees to operate fee management and quality improvements for the programme year to which this Fee Table applies.

If the service provider has an application for Core Funding, that is at submitted/approved/contracted/under appraisal or referred-back status within the date range of 1stMay 2024 – 31st August 2025 then they are considered a partner service.

Select your current service status:

It is a mandatory requirement under DCEDIY Funding Schemes to complete a Fee Table.

Please select **Approved Provider** if you are not/do not intend to be a service with an active Core Funding Partner Service Funding Agreement for the programme year to which this Fee Table applies.

Please select **Partner Service** if you are a service who has/intends to have an active Core Funding Partner Service Funding Agreement with the Minister and agrees to operate fee management and quality improvements for the programme year to which this Fee Table applies.

Approved Provider Partner Service

Approved Provider Partner Service

3. Before continuing with your Fee Table, if you are changing the status of your service, you will need to scroll to the bottom of the page and select **Save as Draft** to save the new Service status.



4. You will then need to Edit your draft fee table and continue entering the details of the Fee Options and Fee Extras.

Name	Programme Year ▲	Last Certified Date	Certified By	Status
Fee Table - 2024/2025	2024/2025			Draft
Fee Table - 2023/2024	2023/2024	25/06/2024	SP744 SP744	Act

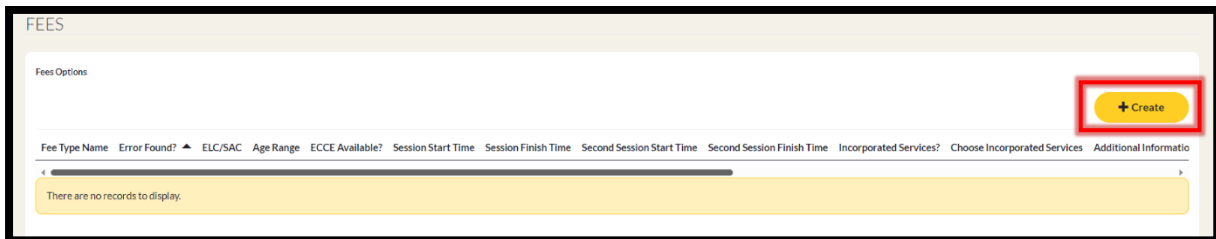
Buttons: Edit, Delete



Section 9: Creating Fee Options

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

+ Create



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 per week for full day care. However, when the ECCE subsidy (€64.50) is included the cost of the session reduces to €135.50.



CREATE ×

Incorporated Services? * Yes ▼	Choose Incorporated Services Meal
Hrs per Day * 8.00	Days per Week * 5
Hrs Per Week 40.00	
Full Fee * 200	Fee (with ECCE deduction for 3 free hours) 135.50
Effective From * 26/08/2024 ≡	Effective To 27/07/2025 ≡
Additional Information Full day care with meals provided for 52 weeks of the year	

Example 2: Part Time Care with Meals Incorporated

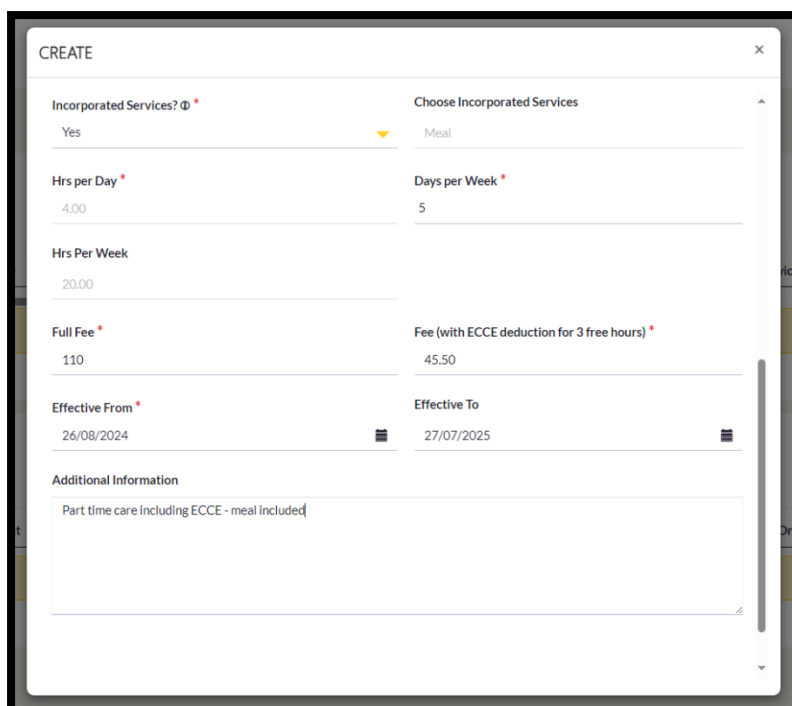
Part time Session – This session offers a combination of 3 ECCE free hours plus extra hours. The ECCE subsidy for 3 hours is €64.50. In this example, the service charges €110 for a 2pm – 6pm session. However, when the ECCE subsidy (€64.50) is deducted the cost of the session reduces to €45.50.

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? <input type="radio"/> No <input checked="" type="radio"/> Yes
Session Start Time * 14:00 ⌚	Session Finish Time * 18:00 ⌚
Is the session Split in two? <input checked="" type="radio"/> No <input type="radio"/> Yes	
Incorporated Services? * Yes ▼	Choose Incorporated Services Meal



A screenshot of a 'CREATE' form for a service. The form is titled 'CREATE' and has a close button 'x' in the top right corner. It contains several fields and sections:

- Incorporated Services? Φ ***: A dropdown menu with 'Yes' selected.
- Choose Incorporated Services**: A dropdown menu with 'Meal' selected.
- Hrs per Day ***: Input field with '4.00'.
- Days per Week ***: Input field with '5'.
- Hrs Per Week**: Input field with '20.00'.
- Full Fee ***: Input field with '110'.
- Fee (with ECCE deduction for 3 free hours) ***: Input field with '45.50'.
- Effective From ***: Date field with '26/08/2024' and a calendar icon.
- Effective To**: Date field with '27/07/2025' and a calendar icon.
- Additional Information**: A text area containing the text 'Part time care including ECCE - meal included'.

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 *	ELC/SAC *
Afterschool	SAC
Min Age (Year) *	Min Age (Months)
6	
Max Age (Year) *	Max Age (Months)
15	11
Age Range	ECCE Available for ECCE Eligible Children?
6y - 15y 11m	<input checked="" type="radio"/> No <input type="radio"/> Yes
Session Start Time *	Session Finish Time *
14:00	18:00
Is the session Split in two?	
<input checked="" type="radio"/> No <input type="radio"/> Yes	
Incorporated Services? Φ *	Choose Incorporated Services
Yes	Meal, Transport

CREATE

Incorporated Services? Φ *	Choose Incorporated Services
Yes	Meal, Transport
Hrs per Day *	Days per Week *
4.00	5
Hrs Per Week	
20.00	
Full Fee *	Fee (with ECCE deduction for 3 free hours)
150	
Effective From *	Effective To
26/08/2024	27/07/2025
Additional Information	
Afterschool with dinner and pickup from local school provided	

Section 10: Is the session split in two?

1. If your session is split in two, you can select **yes** and enter your second session start and finish time.

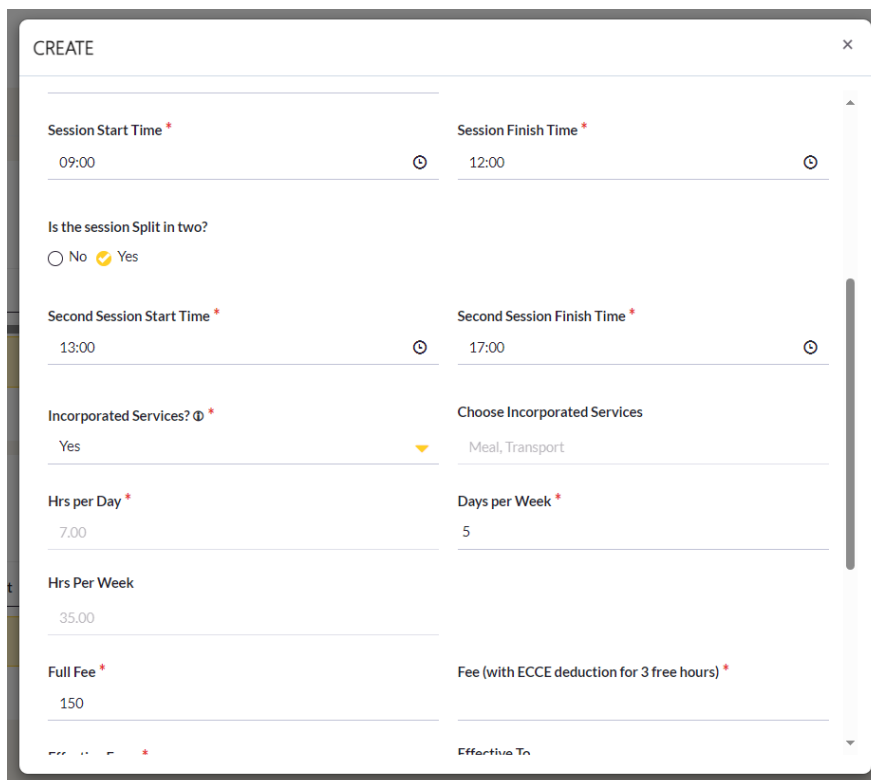


Please Note: The session Finish Time cannot be equal or earlier than the Start Time this will block the submission of the fees.

The Second Session Start and Finish time cannot be equal to the First Session Start or Finish time.

Example of when to use a split session:

If you have a Fee Option that includes a Breakfast club and Afterschool Homework Club – you can enter a Start time of 7.30am and Session Finish time of 9am. The second session start time could be 2pm and second finish time 6pm to incorporate children attending school.



The screenshot shows a 'CREATE' form with the following fields and values:

Session Start Time *	09:00	Session Finish Time *	12:00
Is the session Split in two? <input type="radio"/> No <input checked="" type="radio"/> Yes			
Second Session Start Time *	13:00	Second Session Finish Time *	17:00
Incorporated Services? ⓘ *	Yes	Choose Incorporated Services	Meal, Transport
Hrs per Day *	7.00	Days per Week *	5
Hrs Per Week	35.00		
Full Fee *	150	Fee (with ECCE deduction for 3 free hours) *	

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

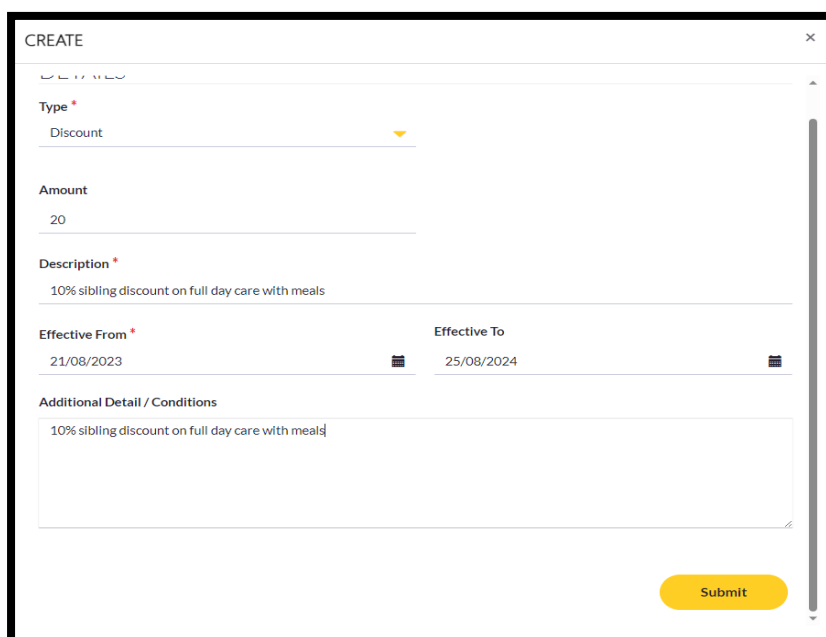


Section 11: How to add Fee Extras (Cross Programme)

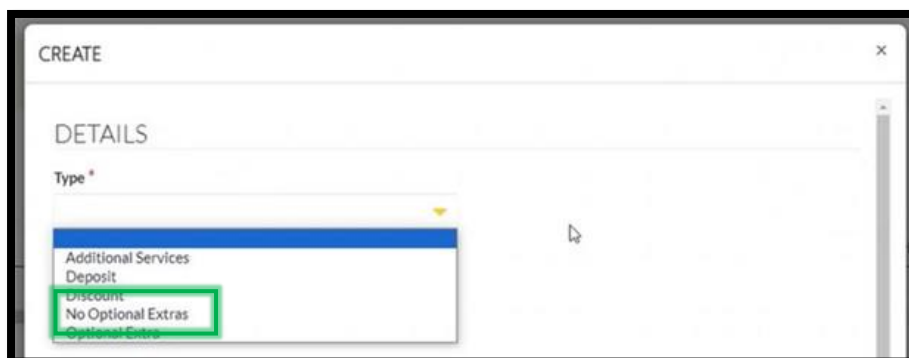
- Once all Fee Options have been entered you will then select your Fee Extra's, if applicable. From the "Fee Extras" section please select

Create

Example: 10% Discount on full day care for siblings



Please note: If you do not offer any 'optional extras' you must select 'no optional extras' in the fee extra section of the Fee Table.



Please note: the **'Interactive Play and Exploration'** type classes/events in the Programme rules is the equivalent to **External education / entertainment based activity** on the Fee Extras – Optional Extra, please see below:



DETAILS

Type *

Optional Extra ▼

Extras *

External education / entertainment based activity ▼

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

3. Once you have completed 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	2i
Full Day care with meals	ELC	0y 6m - 6y	Yes	09:00	17:00	Yes	Meal	Full day with Meals	8.00	5	4i
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	2i
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	2i

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

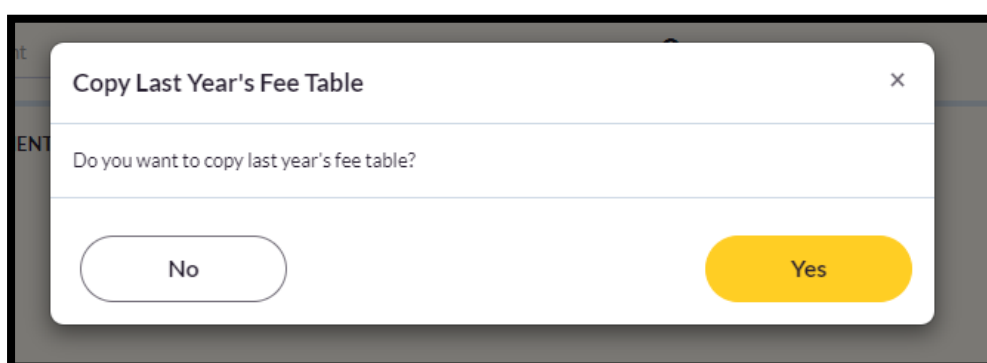
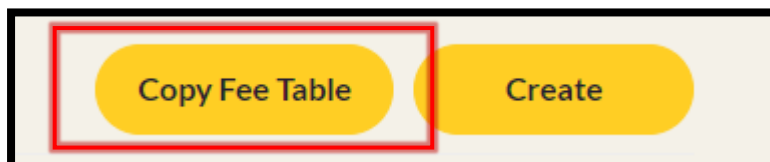
Print Fees
Print Fees Irish

4. You can then submit your fee table by selecting Submit



Section 12: Copying a Fee Table

1. To copy your Fee Table from the previous Programme Year, you will select the **Copy Fee Table** button and select **Yes** when asked to confirm



2. You will then select the dropdown on your **Draft** Fee Table with the new programme call, and select **Edit**

Name	Programme Year	Last Certified Date	Certified By	Status
Fee Table - 2023/2024	2023/2024	24/04/2024	SP744 SP744	Active
Fee Table - 2024/2025	2024/2025			Draft

Edit
Delete

You will then see your Fee Table with Fee Options and Fee Extras listed for the previous Programme Call.



FEES

Fees Options

Create

Fee Type Name	Error Found?	ELC/SAC	Age Range	ECCE Available?	Session Start Time	Session Finish Time	Second Session Start Time	Second Session Finish Time	Incorporated Services?	Choose Incorporated Services	Additional Informa
breakfast club	No	SAC	5y - 15y 11m	No	08:00	10:00			Yes	Meal	Breakfast club 8-10
Part Time PM	No	ELC/SAC	0y 6m - 15y	Yes	14:00	18:00			Yes	Meal	PM session with me
afterschool	No	SAC	0y 6m - 15y	No	14:00	18:00			Yes	Meal, Transport	afterschool with dir
Full day care 9-5	No	ELC	0y 6m - 6y	No	09:00	17:00			Yes	Meal, Nappies/Wipes	full day care fee for

Fees Extras

Create

Type	Extras	Amount	Description	Additional Detail / Conditions	Created On	Modified On	Effective From	Effective To
Discount		20.00	10% sibling discount for full day care with meals	10% sibling discount for full day care with meals	27/06/2024 08:41	27/06/2024 08:41	01/07/2024	
N/A				no optional extras	27/06/2024 08:41	27/06/2024 08:41	01/07/2024	

- Please note:** If you are changing your Service Status from Approved Provider to Partner Service (or vice versa), you will not be able to Copy your Fee Table accurately. To solve this please Create a new Fee Table as seen in previous sections in this guide.
- If applicable, you can then make any amendments to any of the existing Fees by selecting the dropdown on the fee and selecting **Save As**.

FEES

Fees Options

Create

description	Hrs per Day	Days per Week	Hrs Per Week	Full Fee	Fee (with ECCE deduction for 3 free hours)	Created On	Modified On	Effective From	Effective To
-10am Breakfast included age: 5-15.11	2.00	5	10.00	60.00		27/06/2024 08:41	27/06/2024 08:41	24/06/2024	
meal included 2-6	4.00	5	20.00	110.00	45.50	27/06/2024 08:41	27/06/2024 08:41	24/06/2024	
dinner and pickup from local school provided	4.00	5	20.00	150.00		27/06/2024 08:41	27/06/2024 08:41	24/06/2024	
for 6m - 15yr meal incorporated, nappies/wipes included, no transport included	8.00	5	40.00	300.00	231.00	27/06/2024 08:41	27/06/2024 08:41	24/06/2024	

- Once you have made the necessary amendments and **Submitted** the Fee Option, you will need to select the dropdown and **Remove** the original Fee from the Fee Options list as there will now be a duplicate fee.
- You can also remove any Fee Options if the Fee is no longer applicable. Please select **Remove**.



FEES

Fees Options

Create

mation	Hrs per Day	Days per Week	Hrs Per Week	Full Fee	Fee (with ECCE deduction for 3 free hours)	Created On	Modified On	Effective From	Effective To
-10am Breakfast included age: 5-15.11	2.00	5	10.00	60.00		27/06/2024 08:41	27/06/2024 08:41	24/06/2024	
meal included 2-6	4.00	5	20.00	110.00	45.50	27/06/2024 08:41	27/06/2024 08:41	24/06/2024	Save As
dinner and pickup from local school provided	4.00	5	20.00	150.00		27/06/2024 08:41	27/06/2024 08:41	24/06/2024	Edit
for 6m - 15yr meal incorporated, nappies/wipes included, no transport included	8.00	5	40.00	300.00	231.00	27/06/2024 08:41	27/06/2024 08:41	24/06/2024	Remove

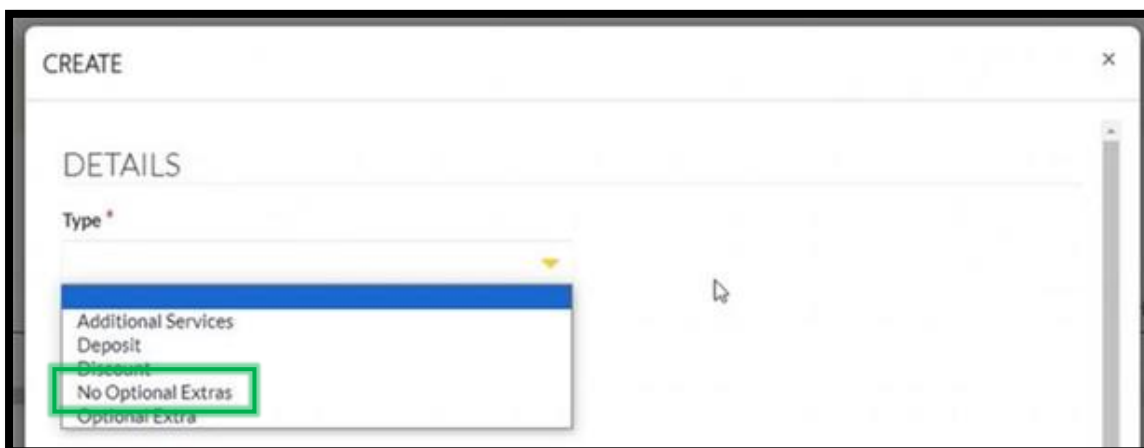
7. You can also add a Fee Option to a copied Fee Table if there are any new Fee's being introduced, you will select **Create** and enter the details of the new Fee Option



Please refer to section 9 for the process to Create a Fee Option.

8. You can also repeat the above steps for the Fee Extras section of the Fee Table

Please note: If you do not offer any 'optional extras' you must select 'no optional extras' in the fee extra section of the Fee Table.



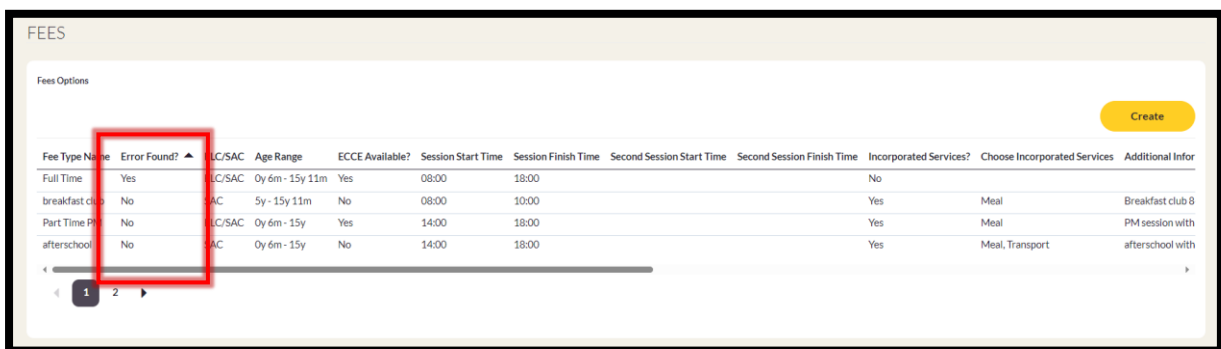
Section 13: "Errors Found" column

A new 'Errors Found?' column is now available to highlight any errors found on a copied Fee Table. **It will not be possible to submit if any errors are set to 'yes'.**



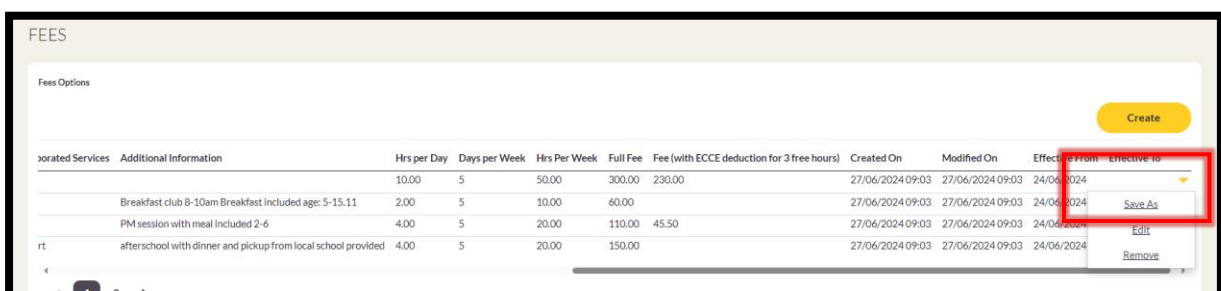
Example 1 of the “Error Found? ‘Yes’”: - if the start and end time of a session has been calculated incorrectly from last year’s Fee Table, this will flag a ‘Yes’ in the Error Found column. The new auto calculation brought in this year should re calculate this, however you will need to re-input the Session Finish time and the Effective from date and resubmit.

Example 2 of the “Error Found? ‘Yes’”: if the start and end time of a session is over 9 hours will populate a ‘Yes’ in the Error Found column to ensure the session duration is correct. To fix this error, simply re-enter the Session finish time and effective from date, once you submit, a pop-up message to confirm the session length will appear, you can select continue to proceed.



Fee Type Name	Error Found?	LC/SAC	Age Range	ECCE Available?	Session Start Time	Session Finish Time	Second Session Start Time	Second Session Finish Time	Incorporated Services?	Choose Incorporated Services	Additional Infor
Full Time	Yes	LC/SAC	0y 6m - 15y 11m	Yes	08:00	18:00			No		
breakfast club	No	AC	5y - 15y 11m	No	08:00	10:00			Yes	Meal	Breakfast club 8
Part Time PM	No	LC/SAC	0y 6m - 15y	Yes	14:00	18:00			Yes	Meal	PM session with
afterschool	No	AC	0y 6m - 15y	No	14:00	18:00			Yes	Meal, Transport	afterschool with

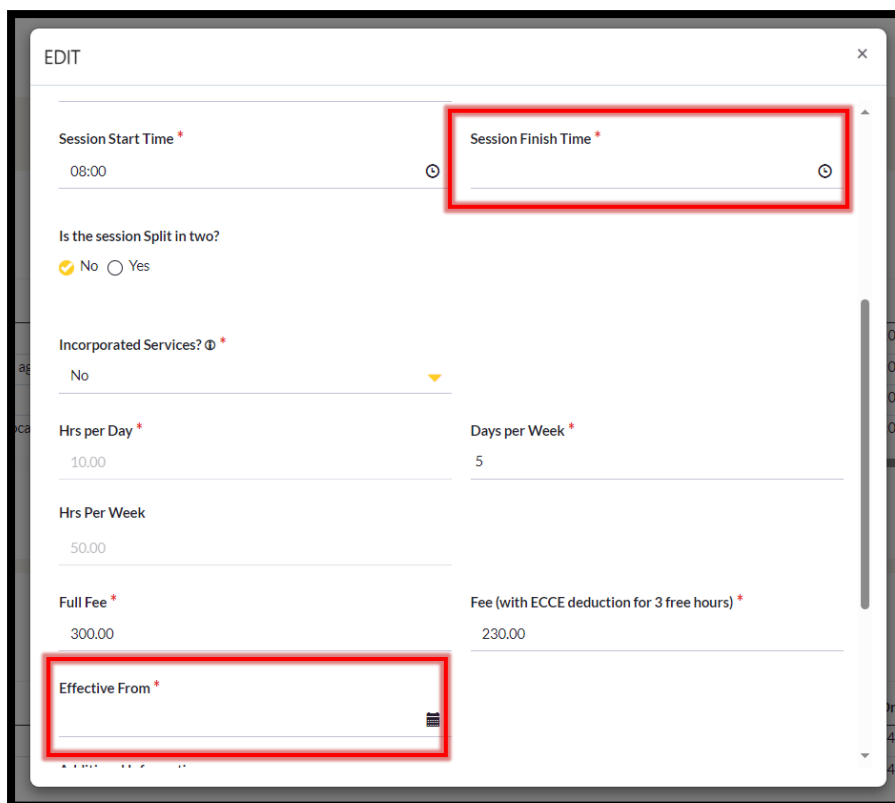
- If an error has been found, you will need to make any amendments to any of the existing Fee by selecting the dropdown on the fee and selecting **Save As**.



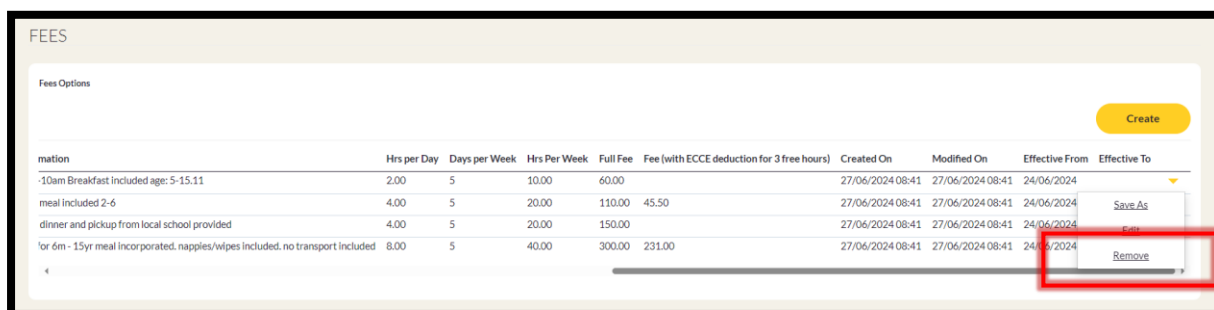
Incorporated Services	Additional Information	Hrs per Day	Days per Week	Hrs Per Week	Full Fee	Fee (with ECCE deduction for 3 free hours)	Created On	Modified On	Effective From	Effective to
	Breakfast club 8-10am Breakfast included age: 5-15.11	10.00	5	50.00	300.00	230.00	27/06/2024 09:03	27/06/2024 09:03	24/06/2024	
	PM session with meal included 2-6	2.00	5	10.00	60.00		27/06/2024 09:03	27/06/2024 09:03	24/06/2024	
	Part afterschool with dinner and pickup from local school provided	4.00	5	20.00	110.00	45.50	27/06/2024 09:03	27/06/2024 09:03	24/06/2024	
		4.00	5	20.00	150.00		27/06/2024 09:03	27/06/2024 09:03	24/06/2024	

- You will need to enter your **Session Finish Time** and your **Effective from date**. You can also make any changes to this fee option at this time e.g. Fee Type Name, Days per week etc.





11. Once you have made the necessary amendments and **Submitted** the Fee Option, you will need to select the dropdown and **Remove** the original Fee with the “Error found? ‘Yes’”, from the Fee Options list as there will now be a duplicate fee.



description	Hrs per Day	Days per Week	Hrs Per Week	Full Fee	Fee (with ECCE deduction for 3 free hours)	Created On	Modified On	Effective From	Effective To	
-10am Breakfast included age: 5-15.11	2.00	5	10.00	60.00		27/06/2024 08:41	27/06/2024 08:41	24/06/2024		
meal included 2-6	4.00	5	20.00	110.00	45.50	27/06/2024 08:41	27/06/2024 08:41	24/06/2024		Save As
dinner and pickup from local school provided	4.00	5	20.00	150.00		27/06/2024 08:41	27/06/2024 08:41	24/06/2024		Edit
for 6m - 15yr meal incorporated, nappies/wipes included, no transport included	8.00	5	40.00	300.00	231.00	27/06/2024 08:41	27/06/2024 08:41	24/06/2024		Remove

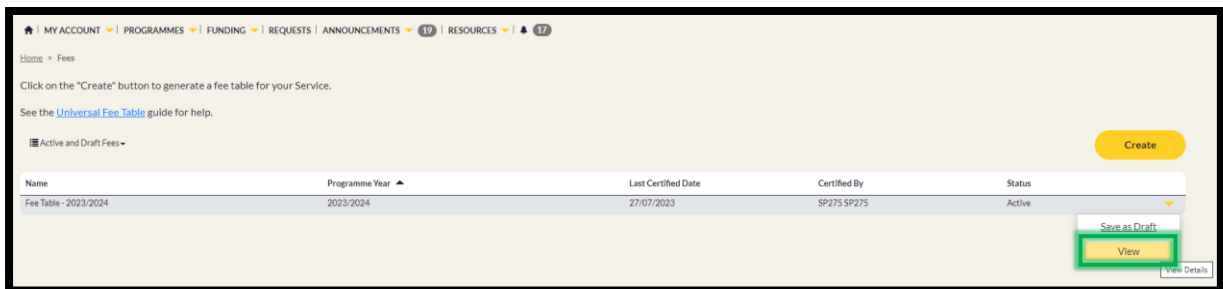
12. Once all “Error Found? ‘Yes’” Fee Options have been corrected and removed and your Fee Table is completed, you can then submit your fee table by selecting **Submit**

Section 14: How to View and Print Fees

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



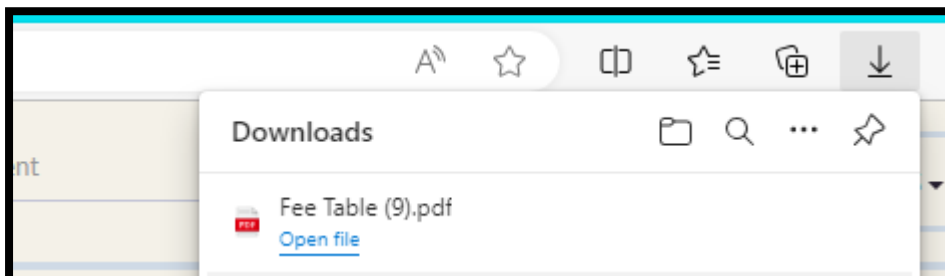
- From the yellow dropdown on the right-hand side select **“View”**



- 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



Service Provider: SP742
 Programme Year: 2024/2025
 Status: Active

Fee Options

Fee Type Name	Age Range	ELC/SAC	ECCE Available ?	Session Start Time	Session Finish Time	Second Session Start Time	Second Session Finish Time	Incorporated Services?	Choose Incorporated Services	Additional Information	Hrs per Day	Days per Week	Hrs per Week	Full Fee	Fee (with ECCE deduction for 3 free hours)	Effective From	Effective To
SAC Fee 1	5y - 15y 11m	SAC	Yes	08:30	12:30	13:30	17:30	No			8	5	40	200	200	24/06/2024	25/08/2024
ELC Example 1	5y - 15y 11m	ELC	Yes	08:30	12:30			Yes	Meal, Nappies/Wipes, Other	Wetsuits for water play provided.	4	5	20	200	200	24/06/2024	25/08/2024

Fee Extras

Type	Extras	Amount	Description	Additional Details/Conditions	Effective From	Effective To
Additional Services		130	Specialised Care		24/06/2024	01/09/2024
Discount		13	10% Sibling Discount		24/06/2024	01/09/2024
Deposit		50	Deposit for Placement in 2024/2025		05/08/2024	
Optional Extra	30 additional minutes	20	Additional time allotted for pickup		24/06/2024	25/08/2024
Optional Extra	Baking	120	Weekly baking classes for children during the summer	Baking will include dietary specific options .	24/06/2024	25/08/2024

Section 15: How to Edit a submitted 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

MY ACCOUNT | PROGRAMMES | FUNDING | REQUESTS | ANNOUNCEMENTS | RESOURCES

Home > Fees

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

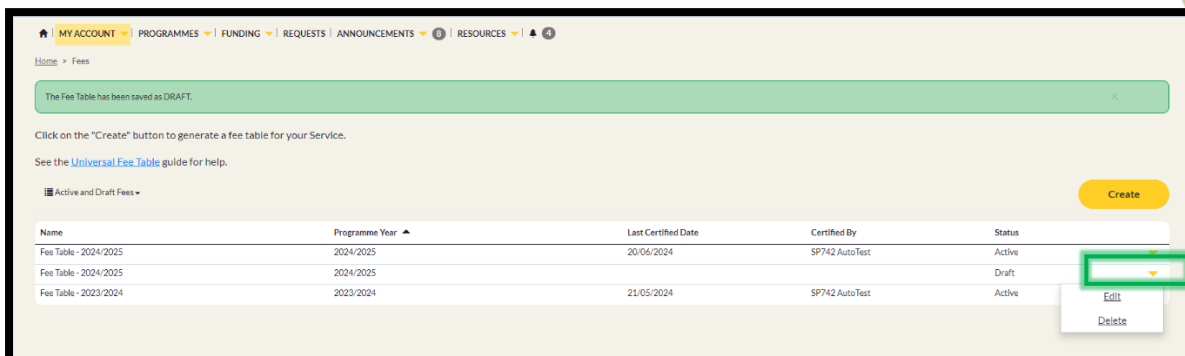
Name	Programme Year	Last Certified Date	Certified By	Status
Fee Table - 2024/2025	2024/2025	20/06/2024	SP742 AutoTest	Active
Fee Table - 2023/2024	2023/2024	21/05/2024	SP742 AutoTest	Active

Create

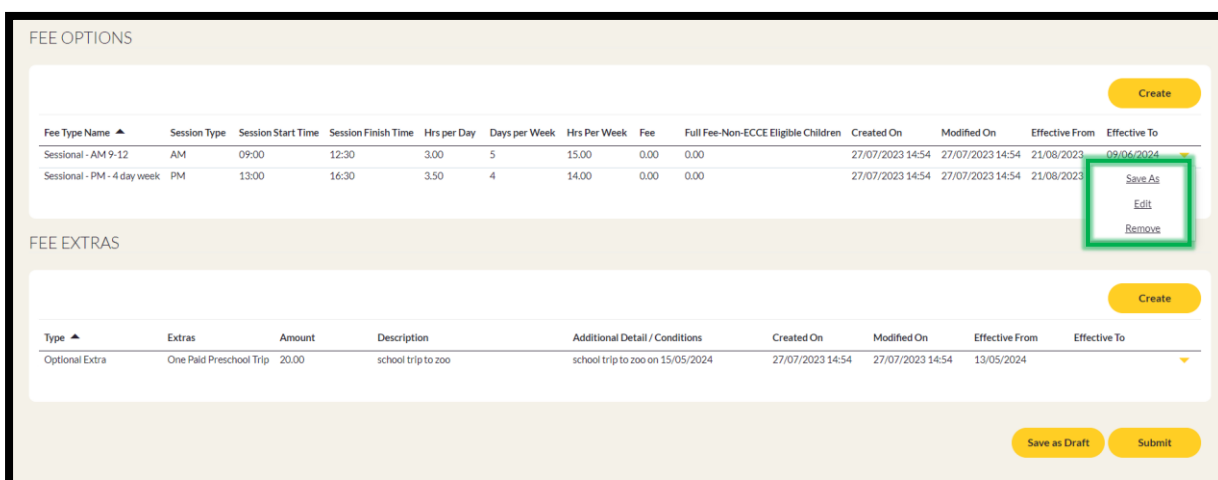
Save as Draft

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





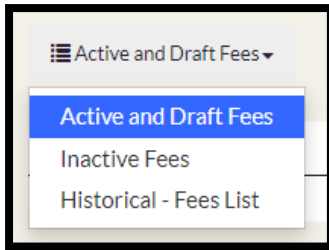
- Once in the draft version, select the yellow dropdown next to the Fee Option or Fee Extra you wish to change or remove. Apply the same **'Save As'** and **'Remove/Edit'** method to anything you wish to edit for your service Fee Options or Fee Extras. Once completed, select **Submit** and this will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



Section 16: How to View Fee Table History

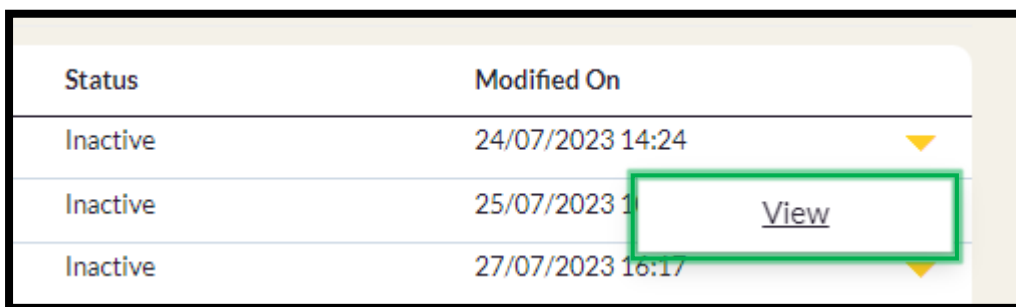
- There is an option to view Active and Draft Fee Tables, Inactive Fee Tables and Historical Fees Lists on the main landing page of your Service Fees section. The view will automatically filter to show the Active and Draft Fee Table, however when selecting the drop down arrow, it will present the other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





2. 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

A screenshot of a table with two columns: 'Status' and 'Modified On'. The table contains three rows of data, all with 'Inactive' status. The 'Modified On' column shows dates and times: '24/07/2023 14:24', '25/07/2023 1...', and '27/07/2023 16:17'. A green box highlights a 'View' link in the second row, which is positioned to the right of the 'Modified On' column. Small yellow downward-pointing arrows are visible at the end of each row.