How To Create an Online Parent Statement

How to get the best from this guide:

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- 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
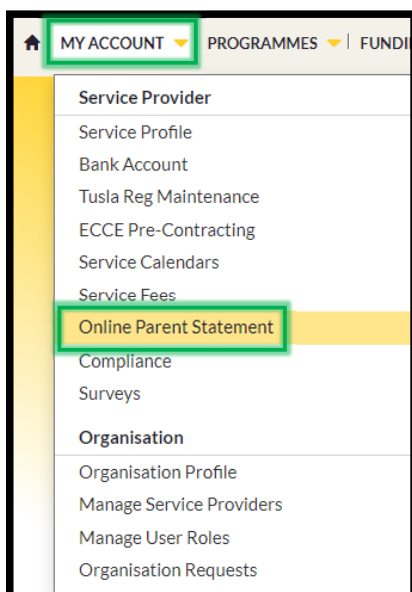
Contents

Section 1: Where to find the online parent statement

1. Go to the **"My Account"** tab at the top left-hand side of the page and select **"Online Parent Statement"**

Section 2: Creating an online parent statement

Please Note: the demonstration below has been selected from a Partner Service and is contracted to Core Funding. It will be noted throughout this guidance the differences, where they occur, between a Partner Service and an Approved Provider Parent Statement, i.e. those not contracted into Core Funding.
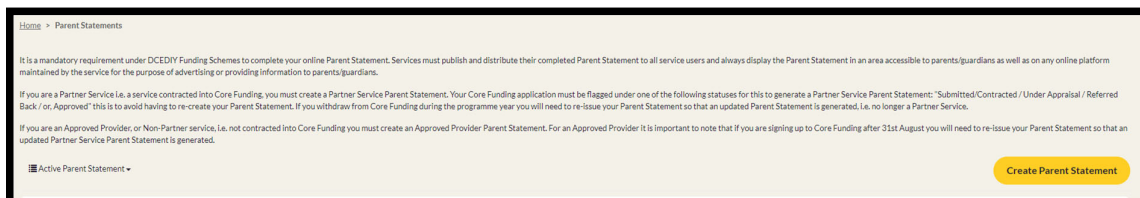
If you withdraw from Core Funding during the programme year you will need to update your Parent Statement on the Early Years Hive so that an Approved Provider Parent statement is generated, i.e. no longer a Partner Service. In this instance, you must re-issue the new Parent statement to the Parents/Guardians for signature.

Similarly, for an existing Approved Provider it is important to note that if you are contracting into Core Funding you will need to update your Parent Statement so that an Partner Service Parent statement is generated. In this instance, you must re-issue the new Parent statement to the Parents/Guardians for signature.

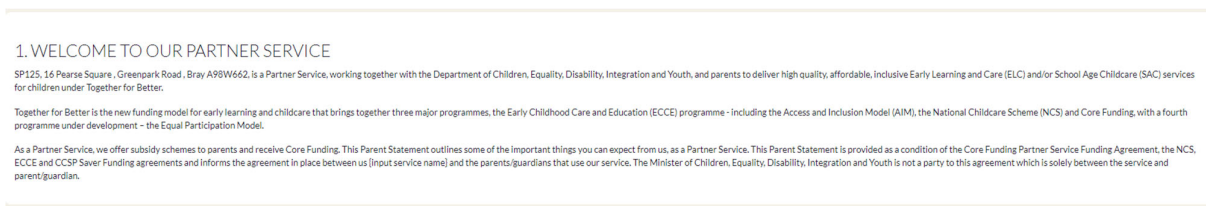**This data is selected for training and demonstration purposes only – actual data may vary**

1. Select the yellow button which says   **Create Parent Statement**
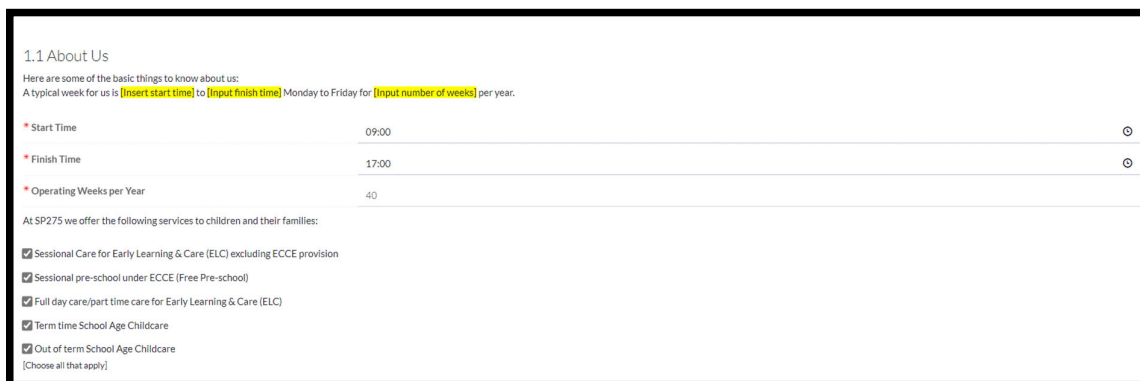

Section 3: Step 1 – Welcome

Partner Service:

1. WELCOME TO OUR PARTNER SERVICE

SP125, 16 Pearse Square , Greenpark Road , Bray A98W662, is a Partner Service, working together with the Department of Children, Equality, Disability, Integration and Youth, and parents to deliver high quality, affordable, inclusive Early Learning and Care (ELC) and/or School Age Childcare (SAC) services for children under Together for Better.

Together for Better is the new funding model for early learning and childcare that brings together three major programmes, the Early Childhood Care and Education (ECCE) programme - including the Access and Inclusion Model (AIM), the National Childcare Scheme (NCS) and Core Funding, with a fourth programme under development – the Equal Participation Model.

As a Partner Service, we offer subsidy schemes to parents and receive Core Funding. This Parent Statement outlines some of the important things you can expect from us, as a Partner Service. This Parent Statement is provided as a condition of the Core Funding Partner Service Funding Agreement, the NCS, ECCE and CCSP Saver Funding agreements and informs the agreement in place between us [Input service name] and the parents/guardians that use our service. The Minister of Children, Equality, Disability, Integration and Youth is not a party to this agreement which is solely between the service and parent/guardian.

Approved Provider:

1. WELCOME TO OUR CHILDCARE SERVICE

PR1 2022 Service Provider 89, 17 The Blennicks , Rosses Point F91NA06, is an Approved Service, working together with the Department of Children, Equality, Disability, Integration and Youth, and parents to deliver high quality, affordable, inclusive Early Learning and Care (ELC) and/or School Age Childcare (SAC) services for children. This statement outlines some of the important things you can expect from us.

1. From the **"About Us"** Section, you are required to enter the **"Start"** and **"Finish"** time of the service, Use the clock icons on the right-hand side to select these times.

2. **Tick** the **boxes** of the relevant **services offered** to children and their families.
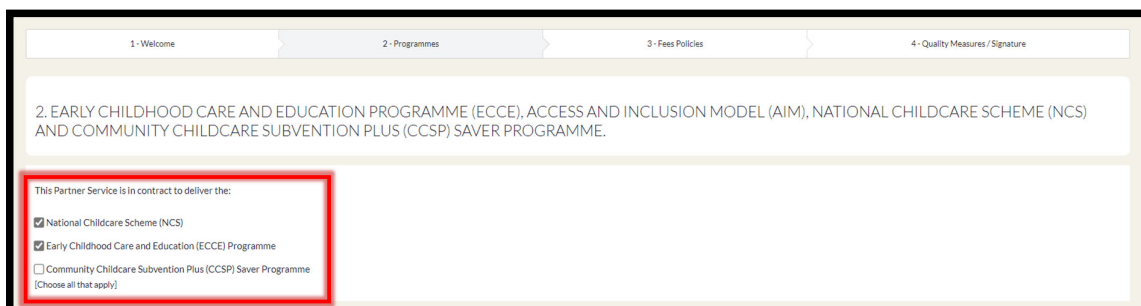
3. Select the **Next** button to continue to the step 2.

Section 4: Step 2 – Programmes

1. Tick the boxes of the relevant childcare your service provides.

2. Once The boxes have been ticked, you will then be required to input the **Name/Role** of the Support Officer in place.
The **Support Officer** being the Employee in the service who will assist with a specific programme. This can be the individual's title, e.g The Manager, or with permission, their name.

3. You Must input the Support Name/Role For each of the programmes selected. As you can see from the demonstration below **AIM** is not a mandatory field and is an optional field as some services may not provide AIM support.

* ECCE Registration Support Name/Role — Mary Keegan - ECCE Support Officer

Early Childhood Care and Education Programme (ECCE)

ECCE provides for 15 hours per week of preschool provision over 38 weeks per year before children start primary school at no charge to parents. A child is eligible to start ECCE in the September term once they have turned 2 years and 8 months of age on or prior to 31 August that year.

If you are availing of additional childcare, the balance of the childcare fees that you have to pay are the child's fees minus the 15 hours of ECCE per week your child is eligible for. The 15 hours you are awarded is paid by the Department to SP275 for your child. Any additional childcare hours you are using outside of ECCE are eligible for an NCS subsidy (see details below).

SP275 must provide you with written details of how the balance of your childcare fees are calculated (that is, the fee we charge less your free 15 hours per week of preschool provision).

[Insert staff member name/role] will support you in registering your child for the ECCE programme in our service if your child meets the eligibility criteria. Further information about ECCE is available here - https://www.gov.ie/en/publication/2459ee-early-childhood-care-and-education-programme-ecce/

Please note: In the ECCE Programme you are not required or obliged to select or pay a deposit for any optional extras.

If you do avail of any optional extra, should you, at any time, wish to withdraw from any of the optional extras selected, you must provide SP275 with 20 working days' notice.

AIM Inclusion Coordinator Name

Access and Inclusion Model (AIM)

The goal of AIM is to create a more inclusive environment in pre-schools, so all children, regardless of ability, can benefit from quality early learning and care. The model achieves this by providing universal supports to pre-school settings, and targeted supports, which focus on the needs of the individual child, without requiring a diagnosis of disability.

Further information about AIM is available here - https://aim.gov.ie/
Optional:
This service also has an Inclusion Coordinator, [Insert name] who has a special qualification focused on supporting the inclusion of all children in the service.

4. If NCS was selected as one of the Programmes provided, there is no requirement for an NCS **Support Name/Role**

National Childcare Scheme (NCS)

NCS provides subsidies to parents and families to offset the costs of Early Learning and Care (ELC) and/or School Age Childcare (SAC). There are two types of subsidies available to apply for under the NCS - the Universal or Income Assessed subsidy. Both subsidies are available to families with children between 24 weeks and 15 years of age.

This service welcomes children who wish to avail of the National Childcare Scheme, including children referred under the sponsorship programme. Further information about the NCS, including how to apply for a subsidy, is available here - https://www.ncs.gov.ie/en/ or contact the NCS Parent Support Centre on 01 906 8530 (Monday to Friday from 9am to 5pm).

Your NCS award includes a unique CHICK (Childcare Identifier Code Key) and information on the maximum number of hours you can claim. To use your award, you must:

1. Receive a CHICK by applying to https://www.ncs.gov.ie/en/ or contacting the NCS Parent Support Centre.
2. Bring the CHICK to SP275 and register your NCS subsidised hours of care. The hours that you will agree should be based on the hours you need and what SP275 can offer you.
3. After SP275 has registered your hours, **you must confirm** that these details are correct. These details must be confirmed at https://www.ncs.gov.ie/en/ or in writing to National Childcare Scheme, PO Box 13105, Southside Delivery Office, Cork depending on whether you originally applied online or by post to receive you award.
4. **Your NCS subsidy can only be paid once your CHICK has been registered by SP275 and you have confirmed on the system that all details are correct.**
The amount that you must pay to SP275 is called the 'co-payment'. The co-payment is SP275's fee for your child minus the NCS subsidy paid by the Department to SP275 for your child.

SP275 must provide you with details of how your co-payment amount is calculated (our fee less your NCS subsidy). We will always notify you within 20 days if and when your co-payment amount changes, including details on how it has been calculated.

5. Once all the relevant fields have been entered, you can then select **Next** to continue to step 3.

Section 5: Step 3 – Fee Policies

1. Please enter the **Support Name/Role** for the **Fees Policies**

2. In the **Fee Management** Section, please select the tick box of the relevant statement

Please Note: The Fee Management section detailed below is relevant to the Partner Service Parent Statement only.

3. The **Policies** are listed, and no further action is needed in these sections. These are present in **both** versions of the Parent Statement.

4. Select the dropdown to select one of the following statements from The **"Fee Policy"**

Please Note: The Fee Policy section below is only relevant to the Partner Service Parent Statement.

3.8 Fee Policy

* Select your approach to Fees Policy from this list:

A. The fee policy we are going to implement for year 2023/2024 is the same as the fee policy that we had in place on September 30, 2021
B. The fee policy we are going to implement for year 2023/2024 is not the same as the fee policy that we had in place on September 30, 2021
C. This service was established after September 30, 2021. The fee policy we are going to implement for year 2023/2024 has not changed since this service became a partner service.
D. This service was established after September 30, 2021. The fee policy we are going to implement for year 2023/2024 has changed since this service became a partner service.

5. The Fee Table with **Fee Options** and the **Fee Extras** is then displayed, and no further action is needed in this section

3.9 Fee Tables

3.9.1 – Section A: Fee Tables

Fee Type Name	ELC/SAC	Age Range	ECCE Available?	Session Start Time	Session Finish Time	Incorporated Services?	Incorporated Services	Additional Info	Hours per Day	Days per Week	Hours per Week	Full Fee	Fee	Created On	Modified On	Effective From	Effective To
Afters(	SAC	6y - 15	☐	14:00	18:00	Yes	Meal, Transp	Aftersch ool with dinner and pickup from	5.00	5	25.00	150.(		28/07/2(	28/07/2(	20/08/2(	29/06/2(
Full Da	ELC	0y 6m -	☑	09:00	17:00	Yes	Meal	Full Day Care includin g meals for 52 weeks	8.00	5	40.00	200.(	135.!	28/07/2(	28/07/2(	20/08/2(	24/08/2(
Part Ti	ELC/	0y 6m -	☑	14:00	18:00	Yes	Meal	Part time care includin g ECCE - Meal	4.00	5	20.00	110.(	45.5(	28/07/2(	28/07/2(	20/08/2(	24/08/2(

3.9.2 – Section B: Fee Extras: Deposit/ Discount/ Optional Extras*/ Additional Services

Type	Extras	Amount	Description	Additional Detail / Conditions	Created On	Modified On	Effective From	Effective To
Discount		100.00	10% sibling discount on full day care with meals	10% sibling discount on full day care with meals	28/07/2023	28/07/2023	20/08/2023	24/08/2024

6. You are then given the option to add any **additional information** – this is not a mandatory field

3.9.3 Section C – Other Additional Information

Click here to insert any other additional information that relates to the implementation of your fees policy, that parents need to have a clear understanding of so as to help avoid misunderstandings where possible, such as the management of absenteeism/ illness/ etc.

Please contact The Manager, Ellen Dunne in the event that the other support officers are not available
If your child is absent for more that 4 consecutive weeks, The Service will contact you with regards to the next steps.

7. For Partner Services Parent Statements, if there has been a change to the Fees Policy since September 30th 2021, you will then have the option to add any **new** services that are available – This Field is not Mandatory*

3.10 The changes to our Fees Policy as applicable on September 30, 2021 are as follows:

3.10 (a) The following new Service Types ARE available:

+Add Line

3.10 (a) The following new Service Types ARE available: ▼

Remove

Fee Type Name

ELC/SAC
⌄

Age Range
⌄

Min Age

Max Age

ECCE available for ECCE Eligible Children
☐

Session Start Time
🕑

Session Finish Time
🕑

Incorporated Services?
⌄

Choose Incorporated Services
▾

Additional Information

No. hours per day

No. days per week

No. hours per week

Fee (less ECCE 3 Free Hours) (€)

Full Fee

8. You will also have the option to enter remove any services which are No Longer Available – This Field is not Mandatory*

3.10 (b) The following Service Types are NO LONGER available:	▲
	Remove
Fee Type Name	
ELC/SAC	⌄
Age Range	⌄
Min Age	
Max Age	
ECCE available for ECCE Eligible Children ☐	
Session Start Time	🕐
Session Finish Time	🕐
Incorporated Services?	⌄
Choose Incorporated Services	⌄
Additional Information	
No. hours per day	
No. days per week	
No. hours per week	
Fee (less ECCE 3 Free Hours) (€)	
Full Fee	
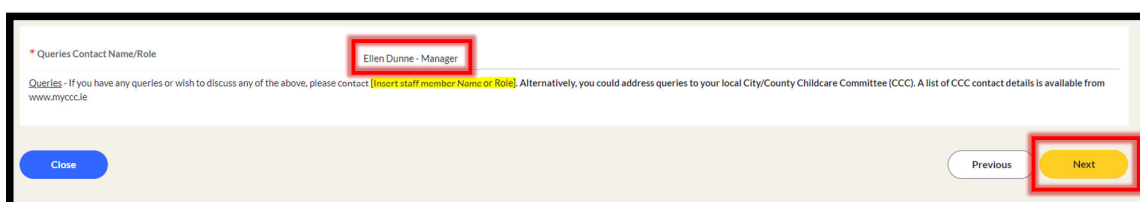
*The above fields can be removed by selecting **remove** on the right-hand side

1. You can also add additional lines by selecting the Grey **"Add Line"** button.
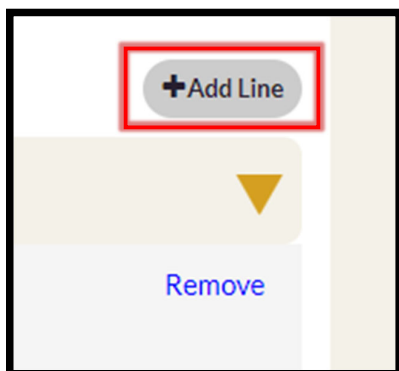
2. At the bottom of the page, you are then required to enter the **Support Name/Role** for the **Queries Contact**

3. Once this has been completed, you then select **Next** to continue to the final step.

Section 6: Step 4 – Quality Measures/Signature

1. For Partner Services Parent Statements, the **Quality Measures** must be completed. You are required to enter the **Rooms/Sessions** and the **Qualifications** of the staff.

2. You will have the option to **"Remove/Add Line"** to reflect the **"Rooms/Sessions"** and the **"Qualifications"** of the staff.

3. At the bottom of the page, The Signature box is present for the Parent/Guardian and the Service to sign and date once printed/emailed. This is present on both Partner Service and Approved Provider Parent Statements.

4. Once all the correct information has been entered, you can then **Submit** the Parent Statement

Section 7: How to View/Print the Parent Statement

1. Navigate to the **"Online Parent Statement"** through the **"My Account" section.**

2. Select the **"Parent Statement ID"**

3. You will then have the option to **"Print Parent Statement"** (English) and **"Print Parent Statement Irish"**
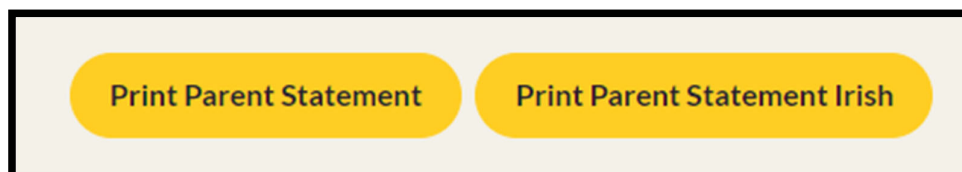
4. Once you have selected your print option, a download will appear at the top of your browser. From here you can view and Print the Parent Statement – Select **Open File**
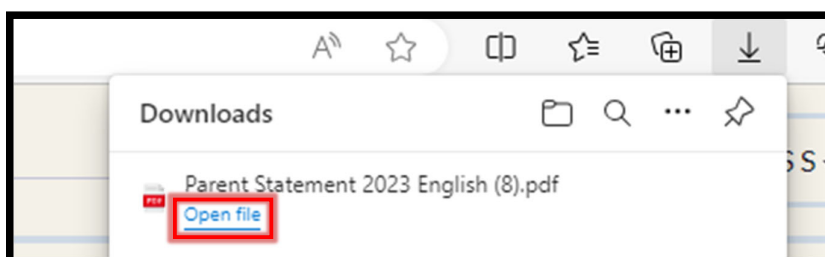
Example of Parent Statement view:

Parent Statement for Partner Services

1. Welcome to our Partner Service

SP275, 16 Pearse SquareGreenpark RoadBray A98W662, is a Partner Service, working together with the Department of Children, Equality, Disability, Integration and Youth, and parents to deliver high quality, affordable, inclusive Early Learning and Care (ELC) and/or School Age Childcare (SAC) services for children under Together for Better.

Together for Better is the new funding model for early learning and childcare that brings together three major programmes, the Early Childhood Care and Education (ECCE) programme - including the Access and Inclusion Model (AIM), the National Childcare Scheme (NCS) and Core Funding, with a fourth programme under development – the Equal Participation Model.

As a Partner Service, we offer subsidy schemes to parents and receive Core Funding. This Parent Statement outlines some of the important things you can expect from us, as a Partner Service. This Parent Statement is provided as a condition of the Core Funding Partner Service Funding Agreement, the NCS, ECCE and CCSP Saver Funding agreements and informs the agreement in place between us (input service name) and the parents/guardians that use our service. The Minister of Children, Equality, Disability, Integration and Youth is not a party to this agreement which is solely between the service and parent/guardian.

1.1 About Us

Here are some of the basic things to know about us:

A typical week for us is 09:00 to 17:00 Monday to Friday for 40 weeks per year.

At SP275 we offer the following services to children and their families:

☒	Sessional Care for Early Learning & Care (ELC) excluding ECCE provision
☒	Sessional pre-school under ECCE (Free Pre-school)
☒	Full day care/part time care for Early Learning & Care (ELC)
☒	Term time School Age Childcare
☒	Out of term School Age Childcare

[Choose all that apply]

2. Early Childhood Care and Education Programme (ECCE), Access and Inclusion Model (AIM), National Childcare Scheme (NCS) and Community Childcare Subvention Plus (CCSP) Saver Programme.

This Childcare Service is in contract to deliver the:

☒	National Childcare Scheme (NCS)
☒	Early Childhood Care and Education (ECCE) programme
☐	Community Childcare Subvention Plus (CCSP) Saver Programme

[Choose all that apply]

Early Childhood Care and Education Programme (ECCE):

ECCE provides for 15 hours per week of preschool provision over 38 weeks per year before children start primary school at no charge to parents. A child is eligible to start ECCE in the

September term once they have turned 2 years and 8 months of age on or prior to 31 August that year.

If you are availing of additional childcare, the balance of the childcare fees that you have to pay are the child's fees minus the 15 hours of ECCE per week your child is eligible for. The 15 hours you are awarded is paid by the Department to SP275 for your child. Any additional childcare hours you are using outside of ECCE are eligible for an NCS subsidy (see details below).

SP275 must provide you with written details of how the balance of your childcare fees are calculated (that is, the fee we charge less your free 15 hours per week of preschool provision).

Mary Keegan - ECCE Support Officer will support you in registering your child for the ECCE programme in our service if your child meets the eligibility criteria. Further information about ECCE is available here - https://www.gov.ie/en/publication/2459ee-early-childhood-care-and-education-programme-ecce/

Please note: In the ECCE Programme you are not required or obliged to select or pay a deposit for any optional extras.

If you do avail of any optional extra, should you, at any time, wish to withdraw from any of the optional extras selected, you must provide SP275 with 20 working days' notice.

Access and Inclusion Model (AIM):
The goal of AIM is to create a more inclusive environment in pre-schools, so all children, regardless of ability, can benefit from quality early learning and care. The model achieves this by providing universal supports to pre-school settings, and targeted supports, which focus on the needs of the individual child, without requiring a diagnosis of disability.
Further information about AIM is available here - https://aim.gov.ie/

Optional:
This service also has an Inclusion Coordinator, who has a special qualification focused on supporting the inclusion of all children in the service.

National Childcare Scheme (NCS)

NCS provides subsidies to parents and families to offset the costs of Early Learning and Care (ELC) and/or School Age Childcare (SAC). There are two types of subsidies available to apply for under the NCS - the Universal or Income Assessed subsidy. Both subsidies are available to families with children between 24 weeks and 15 years of age.

This service welcomes children who wish to avail of the National Childcare Scheme, including children referred under the sponsorship programme. Further information about the NCS, including how to apply for a subsidy, is available here - https://www.ncs.gov.ie/en/ or contact the NCS Parent Support Centre on 01 906 8530 (Monday to Friday from 9am to 5pm).

Your NCS award includes a unique CHICK (Childcare Identifier Code Key) and information on the maximum number of hours you can claim. To use your award, you must:

1) Receive a CHICK by applying to https://www.ncs.gov.ie/en/ or contacting the NCS Parent Support Centre.
2) Bring the CHICK to SP275 and register your NCS subsidised hours of care. The hours that you will agree should be based on the hours you need and what [insert name of service] can offer you.
3) After SP275 has registered your hours, **you must confirm** that these details are correct. These details must be confirmed at https://www.ncs.gov.ie/en/ or in writing to National Childcare Scheme, PO Box 13105, Southside Delivery Office, Cork, depending on whether you originally applied online or by post to receive you award.

4) Your NCS subsidy can only be paid once your CHICK has been registered by SP275 and you have confirmed on the system that all details are correct.

The amount that you must pay to SP275 is called the 'co-payment'. The co-payment is SP275's fee for your child minus the NCS subsidy paid by the Department to SP275 for your child.

SP275 must provide you with details of how your co-payment amount is calculated (our fee less your NCS subsidy). We will always notify you within 20 days if and when your co-payment amount changes, including details on how it has been calculated.

Community Childcare Subvention Plus (CCSP) Saver Programme

The CCSP Saver Programme is available to eligible children up to the age of 15 years, for low income families who had eligible children registered prior to the CCSP Saver Programme's closure in November 2019. This programme is no longer available to new applicants.

The CCSP Saver Programme funds providers to charge reduced childcare costs to eligible parent's/guardians based on bands of subvention awarded. The CCSP Saver Programme can run for up to 52 weeks of the programme year.

The balance of childcare fees that you have to pay are the child's fees minus the subsidy you are eligible for. The subsidy you are awarded is paid by the Department to SP275 for your child.

SP275 must provide you with written details of how the balance of your childcare fees are calculated (our fee less your CCSP Saver Programme subsidy).

will assist you in registering your child for the CCSP Saver Programme in our service if you and your child meet the eligibility criteria. **Further information about the CCSP Saver Programme is available here** (CCSP Saver Programme Rules).

Calendars
SP275 will provide you with a separate letter indicating the days our service is closed over the programme year. We will provide you with a minimum of 20 working days written notice period of our intention to change this.

3. Fees Policies

As an Approved Provider, we operate a Fees Policy that is transparent and understandable to our parents. Please do not hesitate to contact Ellen Dunne - Manager who will provide additional clarification as required.

3.1 Fee Management – As a Partner Service, we operate our Fees Policy in accordance with the Core Funding Partner Service Funding Agreement, which in programme year 2023/2024 involves no increases of fees on those charged to parents on the 30th of September 2021, called a 'fee freeze'. In order that you can understand what this fee freeze means for you, we have outlined our fees and associated fees policy below.

☐	**a) Our service was in existence in September 2021** As a Partner Service, we are committed to operating the 'fee freeze' for Programme Year 2023/2024. This means that we will not charge our parents more for the same service than what we were charging in September 2021.
☒	**b) Our service has been established since September 2021** As a Partner Service, we are committed to operating the 'fee freeze' for Programme Year 2023/2024. This means that we will not charge our parents more for the same service than what we were charging when we first became a Partner Service.

3.2 Donations - We will not request or accept any donations, voluntary or otherwise from parents/guardians, in respect of the ELC/SAC services being provided.

3.3 Deposits - We will not charge any non-refundable deposits[1] to parents/guardians in the respect of their ELC/SAC service where the parent/guardian takes up the service for which the deposit was paid.

3.4 Discounts – We will keep all discounts that were available on 30 September 2021 in place, provided that they are available to all children in our service. Any discount relevant to you will be applied to your normal fee before any subsidy is applied.

3.5 Optional Extras – The term 'Optional Extra' is only applicable to any extra services or activities we offer under the ECCE/CCSP Saver Programmes which are not funded by the Programmes 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 in Appendix 1 of the ECCE programme rules, which are also available on the Early Years Hive.

3.6 Additional Service - Is when something additional to a service type/fee option is offered to parents/guardians. Take up of the additional service must be entirely optional to parents/guardians. For example a service provider may offer school collection services in addition to their SAC Service Types, or a service providing ECCE only may offer 2 weeks of camp during Easter, these would be entirely optional to parents and charged for additionally.

3.7 Fee Review Process - Core Funding is a payment to Partner Services designed to support quality, sustainability, and enhanced public management, with associated conditions in relation to fee control and cost transparency, incorporating funding for administration and to support the employment of graduate staff.

Partner Services must uphold their contractual obligations regarding their fees charged to parents/guardians as laid out in the Core Funding Partner Service Funding Agreement.

Where a parent/guardian identifies a potential breach of Core Funding fee rules by a Partner Service, they may seek to have this examined and a conclusion reached through the Core Funding Fee Review process.

A parent/guardian who has identified a change to a Partner Service's fee policy potentially breaching the Core Funding Partner Service Funding Agreement, may address the issue in the first instance by using the Partner Service's complaints policy. In certain cases, this step may allow for the quick resolution of the case between the Partner Service and the parent/guardian without engagement with the CCC, Pobal or the Department. This pre-fee review stage is optional and where a parent/guardian does not wish to engage with the service with their concerns or questions around Fee Management, a parent/guardian can move straight to Stage 1 and raise the case directly with the relevant CCC.
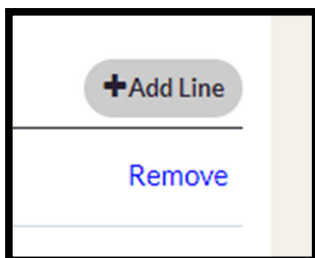
SP275 will display this Parent Statement at all times in an area accessible to parents/guardians as well as on any online platform maintained by the SP275 for the purpose of advertising its service or providing information to parents/guardians. SP275 will print and co-sign a Parent Statement for each family. A copy signed by [insert service name] and the parent/guardian will be retained on file. Any changes to Fee Policies will require that an updated Parent Statement is displayed and SP275 will issue updated Parent Statements by email to our parents/guardians and retain proof of the associated email.

3.8 Fee Policy

The fee policy we are going to implement has changed since this service became a partner service

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[1] Non-refundable deposits include administration/registration fees or other such charges.

3.9 Fee Tables

3.9.f - Section A: Fee Tables

Fee Type Name	Age Range	School Age / Early Years	ECCE Available?	Session Start Time	Session Finish Time	Incorporated Services?	Choose Incorporated Service	Additional Information	Hrs per Day	Days per Week	Hrs per Week	Full Fee	Fee (including ECCE – 3 Free Hours)	Effective From	Effective To
Afterschool	6y - 15y	SAC	No	14:00	18:00	Yes	Meal, Transport	Afterschool with dinner and pickup from local school provided	5	5	25	€150	€	21/08/2023	30/06/2024
full day - 0- 5	0y 6m - 6y	ELC	No	09:00	17:00	Yes	Meal	Full day care provided, including meals for 52 weeks of the year	8	5	40	€200	€135.5	21/08/2023	25/08/2024
Full Day care with meals	0y 6m - 6y	ELC	Yes	09:00	17:00	Yes	Meal	Full Day Care including meals for 52 weeks of the year	8	5	40	€200	€135.5	21/08/2023	25/08/2024
Part Time - PM	0y 6m - 15y	ELC/SAC	Yes	14:00	18:00	Yes	Meal	Part time care including ECCE - Meal included	4	5	20	€110	645.5	21/08/2023	25/08/2024

3.9.2 - SECTION B - FEES EXTRAS: DEPOSIT / DISCOUNT / OPTIONAL EXTRAS* / ADDITIONAL SERVICES

Type	Extras	Amount	Description	Additional Detail / Conditions	Effective From	Effective To
Discount		€100	10% sibling discount on full day care with meals	10% sibling discount on full day care with meals	21/08/2023	25/08/2024

3.9.3 - Section C – Other Additional Information

Please contact The Manager, Ellen Dunne in the event that the other support officers are not available
If your child is absent for more that 4 consecutive weeks, The Service will contact you with regards to the next steps.

* These are entirely optional to parents

3.10 The changes to our Fees Policy as applicable on September 30, 2021 are as follows:

3.10 (a) The following new Service Types ARE available:

Fee Type Name	SAC/ ELC	Age Range	Min Age	Max Age	ECCE available for ECCE Eligible Children	Session Start time	Session finish time	Incorporated Services?	Choose Incorporated Service	Additional Information	No. hours per day	No days per week	No. hours per week	Fee (less ECCE 3 Free Hours (€)	Full Fee
														€	€

3.10 (b) The following Service Types are NO LONGER available:

Fee Type Name	SAC/ ELC	Age Range	Min Age	Max Age	ECCE available for ECCE Eligible Children	Session Start time	Session finish time	Incorporated Services?	Choose Incorporated Service	Additional Information	No. hours per day	No days per week	No. hours per week	Fee (less ECCE 3 Free Hours (€)	Full Fee
														€	€

Queries -If you have any queries or wish to discuss any of the above, please contact **Ellen Dunne - 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

4. Quality measures

As a Partner Service, we are committed to delivering quality for children and families. There are number of ways we can show this.

4.1 Our staff have the following qualifications:

Room/Session	Qualification
ECCE Session Only	QQI Level 6 Childcare Advanced Certificate in Early Childhood Care and Education (ECCE)

4.2 Our staff have the following qualifications:

☒ **We are actively working to implement our Quality Action Plan and we will report on progress at the end of the year to the Department of Children, Equality, Disability, Integration and Youth and our parents.**

SP275 will display the end of year QAP report in an area accessible to parents/guardians as well as on any online platform maintained by the SP275 for the purpose of advertising its service or providing information to parents/guardians.

This Parent Statement, which is an agreement solely between the parent/guardian and the provider, sets out what is on offer at SP275 and the applicable fees. If these terms conflict with the terms of any other agreement between SP275 and the parents/guardians then this takes priority, however any parts of any existing agreement that do not conflict remain in force and are not affected by this Parent Statement.

Signed on behalf of : SP275	
Signed – Parent/Guardian	
Date	

5. Once this has been printed/mailed to the parents returned with a signature, a record must be kept on file.

Section 8: How to View Parent Statement History

1. Navigate to the **"Online Parent Statement"** through the **"My Account" section.**

2. Select the name of the Parent Statement to view the Historical Parent Statements

File Full Name ▲	Document Type	Created On	
CFTest.pdf	Parent Statement	02/12/2022 11:42	▼

Historical Parent Statements:

3. In the **"Parent Statement"** view, select the drop-down arrow and select **"Inactive Parent Statements"**

≡ Active Parent Statement ▼

Active Parent Statement

Inactive Parent Statements

LF-5989615
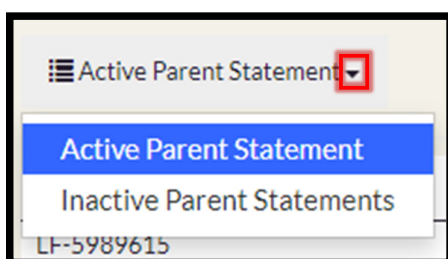
4. You can then select the name of the Inactive Parent Statement

≡ Inactive Parent Statements ▾

Parent Statement ID	Programme Year	Status
WY-4050335	2023/2024	Inactive
DS-3386202	2023/2024	Inactive
RS-9932914	2023/2024	Inactive