

Parent Statement for Approved Providers

1. Welcome to our Childcare Service

Realtoga Pre-school and Afterschool, Leahy's Terrace Sandymount Dublin 4 D04H295, 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.

1.1 About Us

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

A typical week for us is 08:00 to 18:00 Monday to Friday for 38 weeks per year.

At Realtoga Pre-school and Afterschool we offer the following services to children and their families:

<input checked="" type="checkbox"/>	Sessional Care for Early Learning & Care (ELC) excluding ECCE provision
<input checked="" type="checkbox"/>	Sessional pre-school under ECCE (Free Pre-school)
<input checked="" type="checkbox"/>	Full day care/part time care for Early Learning & Care (ELC)
<input checked="" type="checkbox"/>	Term time School Age Childcare
<input type="checkbox"/>	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:

<input checked="" type="checkbox"/>	National Childcare Scheme (NCS)
<input checked="" type="checkbox"/>	Early Childhood Care and Education (ECCE) programme
<input type="checkbox"/>	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 Realtoga Pre-school and Afterschool for your child. Any additional childcare hours you are using outside of ECCE are eligible for an NCS subsidy (see details below).

Realtoga Pre-school and Afterschool 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).

The Manager 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 Realtoga Pre-school and Afterschool 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, Susan Mitchell 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 Realtoga Pre-school and Afterschool 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 Realtoga Pre-school and Afterschool 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 your award.
- 4) **Your NCS subsidy can only be paid once your CHICK has been registered by Realtoga Pre-school and Afterschool and you have confirmed on the system that all details are correct.**

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

Realtoga Pre-school and Afterschool 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 Realtoga Pre-school and Afterschool for your child.

Realtoga Pre-school and Afterschool 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

Realtoga Pre-school and Afterschool 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 The Manager who will provide additional clarification as required.

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

3.2 Deposits - We will not charge any non-refundable deposits¹ 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.

3.3 Discounts –Any discount relevant to you will be applied to your normal fee before any subsidy is applied.

3.4 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.

3.5 Additional Service - Is when something additional to a service type/fee option is offered 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 charged for additionally.

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

Realtoga Pre-school and Afterschool 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 Realtoga Pre-school and Afterschool for the purpose of advertising its service or providing information to parents/guardians. Realtoga Pre-school and Afterschool 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 Realtoga Pre-school and Afterschool will issue updated Parent Statements by email to our parents/guardians.

3.6 Fee Tables

3.6.1 - 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 1st to 3rd Class	6y - 10y	SAC	No	14:20	18:00	Yes	Meal		3.67	5	18.35	€110.25	€	28/08/2023	30/06/2024
Afterschool Junior and Senior Infants	4y - 7y	SAC	No	13:20	18:00	Yes	Meal		4.67	5	23.35	€137.8	€	28/08/2023	30/06/2024
Afterschool Hour Club	4y - 7y	SAC	No	13:20	14:20	No			1	5	5	€30.2	€	28/08/2023	30/06/2024
Non ECCE Part Time	2y 6m - 3y 6m	ELC	No	08:45	13:15	Yes	Meal		4.5	5	22.5	€112.35	€	28/08/2023	30/06/2024
Non ECCE Session	2y 6m - 3y 6m	ELC	No	08:45	11:45	No			3	5	15	€82.7	€	28/08/2023	30/06/2024
ECCE Session Part Time	2y 8m - 5y 6m	ELC	Yes	08:45	13:15	Yes	Meal		4.5	5	22.5	€112.35	€47.85	28/08/2023	30/06/2024
Morning Club	4y - 10y	SAC	No	08:00	08:40	No			0.67	5	3.35	€24.7	€	28/08/2023	30/06/2024
ECCE Session	2y 8m - 5y 6m	ELC	No	08:45	11:45	No			3	5	15	€0	€	28/08/2023	30/06/2024

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

Type	Extras	Amount	Description	Additional Detail / Conditions	Effective From	Effective To
Discount		€	Sibling Discount of 10%		28/08/2023	30/06/2024
Deposit		€50	Morning Club Deposit		28/08/2023	30/06/2024
Deposit		€150	ECCE Session Deposit		28/08/2023	30/06/2024
Deposit		€70	ECCE Session Part Time Deposit		28/08/2023	30/06/2024
Deposit		€70	Non ECCE Session Part Time Deposit		28/08/2023	30/06/2024
Deposit		€50	Afterschool Hour Club Deposit		28/08/2023	30/06/2024
Deposit		€200	Afterschool Junior/Senior Infants Deposit		28/08/2023	30/06/2024
Deposit		€150	Afterschool 1st to 3rd Class Deposit		28/08/2023	30/06/2024
Deposit		€150	Non ECCE Session Deposit		28/08/2023	30/06/2024
Optional Extra	One Paid Preschool Trip	€30	Annual school trip	This price is an approximation and may vary due to cost at the time of trip	28/08/2023	30/06/2024

3.6.3 - Section C – Other Additional Information

--

* These are entirely optional to parents

Queries -If you have any queries or wish to discuss any of the above, please contact **Nuria Couto (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

This Parent Statement, which is an agreement solely between the parent/guardian and the provider, sets out what is on offer at Realtoga Pre-school and Afterschool and the applicable fees. If these terms conflict with the terms of any other agreement between Realtoga Pre-school and Afterschool 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 : Realtoga Pre-school and Afterschool	
Signed – Parent/Guardian	
Date	