

# Parent Statement for Approved Providers

## 1. Welcome to our Childcare Service

Phoenix Childcare Huntstown, Huntstown Community Centre Huntstown Way Mulhuddart Dublin 15 D15EDP8, 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 51 weeks per year.

At Phoenix Childcare Huntstown we offer the following services to children and their families:

<input type="checkbox"/>	Sessional Care for Early Learning & Care (ELC) excluding ECCE provision
<input 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 type="checkbox"/>	Term time School Age Childcare
<input type="checkbox"/>	Out of term School Age Childcare

## 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

### 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 Phoenix Childcare Huntstown for your child. Any additional childcare hours you are using outside of ECCE are eligible for an NCS subsidy (see details below).

Phoenix Childcare Huntstown 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).

Sinead Larkin 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 Phoenix Childcare Huntstown 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, Sinead Larkin 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 Phoenix Childcare Huntstown and register your NCS subsidised hours of care. The hours that you will agree should be based on the hours you need and what Phoenix Childcare Huntstown can offer you.
- 3) After Phoenix Childcare Huntstown 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 Phoenix Childcare Huntstown and you have confirmed on the system that all details are correct.**

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

Phoenix Childcare Huntstown 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 working days if and when your co-payment amount changes, including details on how it has been calculated.

### **Calendars**

Phoenix Childcare Huntstown 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 Sinead Larkin 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 deposits<sup>1</sup> 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. Additionally, if applicable we will return all ECCE or CCSP Saver programme deposits once your child's registration is approved on the EYP.

**3.3 Discounts** - Any discount relevant to you will be applied to your normal fee.

**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.

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

### 3.6 Fee Tables

#### 3.6.1 - Section A: Fee Tables

Programme Year: 2024/2025

Fee Type Name	Age Range	School Age / Early Years	ECCE Available?	Session Start Time	Session Finish Time	Second Session Start Time	Second Session Finish Time	Incorporated Services?	Choose Incorporated Service	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
Full Day Care	2y 8m - 6y	ELC	No	08:00	18:00			Yes	Meal	ECCE funding is 15 hours per week for 38 weeks of the year. This has been spread equally across the calendar year. Fees are paid in equal monthly installments for 12 months.	10	5	50	€1000	€795.75	02/09/2024	

**3.6.2 - Section B: Fee Extras: Deposit / Discount / Optional Extras\* / Additional Services**

Type	Extras	Amount	Description	Additional Detail / Conditions	Effective From	Effective To
Deposit		€495	A booking deposit of €495 is required to secure the full time place. This deposit is refunded to the parent once they give 30 days notice of their intent to leave. Service must be commenced before notice of intent to leave is submitted to the manager.		02/09/2024	
Optional Extra	Baking	€20	We will do a baking or similar activity as a group weekly in ECCE. We ask parents to contribute a once off payment of €20. This will cover your child's activities for the 38 weeks of ECCE. If you do not pay the €20 your child will not be excluded from the activities.		02/09/2024	

### 3.6.3 - Section C – Other Additional Information

Payments in relation to holidays or illness of the child/children Parents and guardians will be required to pay for any days/weeks that their child does not attend the service. In the case of a long term medically certified illness of a child parents/guardians are advised to keep in regular contact with the manager and further arrangements can be discussed with the parent/guardian. There is no reduction of fees during bank holidays. Closure in exceptional circumstances (Please see emergency closure policy) In the event of the closure of the service in exceptional circumstances, that is beyond the control of the management i.e., adverse weather conditions, loss of electricity, this list is not exhaustive full fees for the closure period will be payable, unless the situation continues beyond reasonable time. Fee Paying Procedure Fees must be paid monthly in advance Fees must be paid via bank transfer. Fees must be paid even when a child is sick or on holidays. Parents will sign a parental agreement agreeing to the terms and conditions of this policy. There is an additional fee for late collections please see "late collections policy". Christmas opening hours vary please see "Christmas opening hours policy" The non-payment of fees may result in loss of placement. A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved Any delays in payments must be discussed in advance and agreed with management. It is the responsibility of the parent/guardian to keep up to date with their claim and reapply when necessary. If the claim expires full fees apply until you receive your new CHICK code and pass it to the manager. NCS claims cannot be backdated.

\* These are entirely optional to parents

**Queries** -If you have any queries or wish to discuss any of the above, please contact **Sinead Larkin**. **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](http://www.myccc.ie)**

Phoenix Childcare Huntstown 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 Phoenix Childcare Huntstown for the purpose of advertising its service or providing information to parents/guardians. Phoenix Childcare Huntstown will print and co-sign a Parent Statement for each family. A copy signed by Phoenix Childcare Huntstown and the parent/guardian will be retained on file. Any changes to Fee Policies will require that an updated Parent Statement is displayed and Phoenix Childcare Huntstown will issue updated Parent Statements by email to our parents/guardians and retain proof of the associated email.

Include here a list of children enrolled at the service:

Use **BLOCK CAPITALS**:

Child first name	Child family name

This Parent Statement, which is an agreement solely between the parent/guardian and the provider, sets out what is on offer at Phoenix Childcare Huntstown and the applicable fees. If these terms conflict with the terms of any other agreement between Phoenix Childcare Huntstown 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.

Programme Year:	2024/2025
Signed on behalf of:	Phoenix Childcare Huntstown
	24FL0749
Signed – Parent/Guardian:	
Parent/Guardian name in <b>BLOCK CAPITALS</b> :	
Date:	