

Parent Statement for Partner Services

1. Welcome to our Partner Service

An Cosán Early Years - Kiltipper, 29 Deerpark Drive, Kiltipper, Dublin 24, 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. As part of that partnership, this statement outlines some of the important things you can expect from us, a Partner Service.

1.1 About Us

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

A typical week for us is 9:15 to 12:15 Monday to Friday for 38 weeks per year.

At An Cosán Early Years, Kiltipper we offer the following services to children and their families:

<input checked="" type="checkbox"/>	Sessional pre-school under the ECCE (Free Pre-school)
<input 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

[Choose all that apply]

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

This Partner 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 Scheme Plus (CCSP)

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.

Pamela Healy 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/>

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.

National Childcare Scheme (NCS)

NCS provides subsidies to parents to offset the costs of ELC and SAC. There are three types of NCS subsidies which are all available for children up to the age of 15.

This service welcomes children who are entitled to any category of NCS subsidy. Further information about the NCS 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).

[Insert name] will support you in applying for support under the NCS for your family.

3. Fees Policies

As a Partner Service, we operate a Fees Policy that is transparent and understandable to all of our parents, the objective of which is to prevent any and all misunderstandings where possible. Please do not hesitate to contact [Insert name of staff member] who will provide additional clarification as required.

3.1	<input type="checkbox"/>	a) Facilities that were in existence in September 2021 As a Partner Service, we are committed to operating the 'fee freeze' for Programme Year 2022/2023. This means that we will not charge our parents more for the same service than what we were charging in September 2021.
	<input type="checkbox"/>	b) Facilities that have been established since September 2021 As a Partner Service, we are committed to operating the 'fee freeze' for Programme Year 2022/2023. This means that we will not increase our fees during this year.

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 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 In order that you can understand what this fee freeze means for you, we have outlined our fees and associated fees policy below.

This Fees Policy will be published widely.

a) The fee policy we are going to implement for year 2022/2023 is the same as the fee policy that we had in place on September 30th 2021.

3.5.1 Our Fees Policy applicable on September 30th 2021 was as follows:

ECCE Contract Only Fee Policy

Here at **An Cosán Early Years - Kiltipper** we offer the ECCE programme to all eligible children. ECCE is free to all eligible children.

Additional information about the ECCE Programme Rules are available here - <https://www.gov.ie/en/publication/2459ee-early-childhood-care-and-education-programme-ecce/>

SECTION A: ECCE ONLY SERVICES OFFERED

Session Type Name	Session Type	Number of Hours per day	Number of days per week	Number of hours per week	Session Start time	Session Finish Time	ECCE – 3 Free Hours (€)	Full Fee – Non-ECCE Eligible Children (€)
ECCE Only Session 9:15-12:15	Sessional AM	3.00	5.00	15.00	9:15	12:15	€0.00	€81
				0.00				
				0.00				
				0.00				
				0.00				
				0.00				

FEE POLICY TABLE FOR ALL SERVICES EXCLUDING ECCE ONLY

Session Type Name	Age Range	ECCE Available for ECCE eligible children?	Meals Included?	Additional Info	Number of Hrs per day	Number of days per week	Number of Hrs per week	Session Start time	Session Finish Time	Fee (less ECCE 3 Free Hrs) (€)	Fee less NCS Universal Subsidy (€)	Full Fee (€)
	0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input type="checkbox"/> 3-6 Yrs <input type="checkbox"/> 4-15 Yrs <input type="checkbox"/>	Choose...	Choose...				0.00					
	0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input type="checkbox"/> 3-6 Yrs <input type="checkbox"/> 4-15 Yrs <input type="checkbox"/>	Choose...	Choose...				0.00					
	0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input type="checkbox"/> 3-6 Yrs <input type="checkbox"/> 4-15 Yrs <input type="checkbox"/>	Choose...	Choose...				0.00					
	0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input type="checkbox"/> 3-6 Yrs <input type="checkbox"/> 4-15 Yrs <input type="checkbox"/>	Choose...	Choose...				0.00					
	0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input type="checkbox"/> 3-6 Yrs <input type="checkbox"/> 4-15 Yrs <input type="checkbox"/>	Choose...	Choose...				0.00					
	0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input type="checkbox"/> 3-6 Yrs <input type="checkbox"/> 4-15 Yrs <input type="checkbox"/>	Choose...	Choose...				0.00					
	0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input type="checkbox"/> 3-6 Yrs <input type="checkbox"/> 4-15 Yrs <input type="checkbox"/>	Choose...	Choose...				0.00					
	0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input type="checkbox"/> 3-6 Yrs <input type="checkbox"/> 4-15 Yrs <input type="checkbox"/>	Choose...	Choose...				0.00					

**The NCS Universal subsidy provides 50c per hour towards the cost of a registered childcare place for a maximum of 45 hours per week. For a parent that chooses to avail of fewer than 45 hours of childcare, the subsidy will only be payable in respect of these agreed fewer hours.*

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

Type	Description	Additional Details/Conditions
Discount	No Discount Offered	
Deposits	Deposit may be required, a max deposit of one weeks fee of €81 will be taken. This will be returned when the child's funding is approved.	
Optional Extras	End of year trip max €25	
Choose an item.		
Choose an item.		
Choose an item.		

Section C - Other Additional Information**General Fee Payment Information**

- Fees must be paid on a weekly basis in advance.
- Special arrangements can be made between a parent/carers and the Early Years Manager to pay monthly or bi-weekly fees.
- Fees must be paid by bank transfer – no cash is allowed to be exchanged.
- Early Years Managers record all payments on a fee sheet, and this is shared with the finance team at the end of each week/month.
- All payments into the services bank accounts must be referenced with the child's first and last name. An Cosán Early Years cannot accept any responsibility for lost payments due to inadequate referencing of payments.
- Late payment of fees is unacceptable, the Early Years Manager will monitor fees on a weekly basis and will address any late payment of fees with parents/carers immediately.

* These are entirely optional to parents

-Deposits are taken in line with the Pobal's programme rules. Parents/Carers can ask the Early Years Manager for more information on what deposit applies to which scheme or they can refer to the parent letter issued by Pobal. A copy is displayed on the Parent/Carer Noticeboard. Deposits are refunded when funding has been approved by DCEDIY and will be returned via bank transfer or recorded on fee sheet and deducted from balance of fees. Parents/Carers must provide bank account details to the service to receive their refund.

Payments in relation to Holidays or Illness of Children

- Parents/Carers will be required to pay for any days/ week's that their child does not attend An Cosán Early Years whether due to illness or Holidays.
- In the case of a long term, medically certified illness of a child, parents/carers are advised to keep in contact with the Early Years Manager on a regular basis. Further arrangements will be discussed with the parent/carer.
- There will be no fees charged when An Cosán Early Years are closed (e.g., the months of July & August, Christmas, and Easter & Midterm holidays). These dates of will be circulated directly to parents/carers and posted on the Parent/Carer Noticeboard well in advance of these closure periods.
- There is no reduction in fees for Public/Bank Holidays.

Non-Payment of Fees – Late fee Policy and Procedure

Late payment of fees is unacceptable in An Cosan Early Years. Any delays in payments must be discussed in advance and agreed with the Early Years Manager. However, if parents/carers are experiencing genuine financial difficulties, they should approach the Early Years Manager of the service to discuss this issue.

- Non-payment of fees may result in loss of place for your child.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.

For more information on the procedure of dealing with unpaid fees, see the Fees Policy.

Attendance

Attendance of your child for their allocated hours, days and weeks is extremely important to the service. Pobal, the organisation that administer our funding have the authority to audit attendance records and adjust funding in accordance to actual attendance. It will be your responsibility to ensure that your child is attending the service for the amount of days and hours they are registered for on the government schemes. If your child's funding is reduced, you may be

responsible for paying the shortfall of the fee to ensure the service is not placed at risk financially. If you need to alter the amount of hours you claim for on the government scheme or if you would like more information, please speak to the Early Years Manager.

3.5.2 (a) The changes to our Fees Policy as applicable on September 30th 2021 are as follows:

The following **new Service Types ARE** available:

Session Type Name	Age Range	ECCE Available for ECCE eligible children?	Meals Included?	Additional Info	Number of Hrs per day	Number of days per week	Number of Hrs per week	Session Start time	Session Finish Time	Fee (less ECCE 3 Free Hrs) (€)	Fee less NCS Universal Subsidy (€)	Full Fee (€)
	Choose an item.	Choose...	Choose...				0.00					
	Choose an item.	Choose...	Choose...				0.00					
	Choose an item.	Choose...	Choose...				0.00					
	Choose an item.	Choose...	Choose...				0.00					
	Choose an item.	Choose...	Choose...				0.00					
	Choose an item.	Choose...	Choose...				0.00					

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

Session Type Name	Age Range	ECCE Available for ECCE eligible children?	Meals Included?	Additional Info	Number of Hrs per day	Number of days per week	Number of Hrs per week	Session Start time	Session Finish Time	Fee (less ECCE 3 Free Hrs) (€)	Fee less NCS Universal Subsidy (€)	Full Fee (€)
	Choose an item.	Choose...	Choose...				0.00					
	Choose an item.	Choose...	Choose...				0.00					
	Choose an item.	Choose...	Choose...				0.00					
	Choose an item.	Choose...	Choose...				0.00					

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
Preschool 1	Level 7 and Level 6

4.2

✓	We are actively working to implement our Quality Action Plan and we will report on progress at the end of the year
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