

Parent Statement for Partner Services

1. Welcome to our Partner Service

Newbury House Family Centre, Old Youghal Road, Mayfield, Cork T23 C3FW, 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 9am to 5pm Monday to Friday for 44 weeks per year.

At Newbury House Family Centre we offer the following services to children and their families:

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Sessional pre-school under the 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 |

[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.

Rosella Sheehan 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, Elaine Sheehan 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).

Rosella Sheehan 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 Rosella Sheehan who will provide additional clarification as required.

| | | |
|-----|-------------------------------------|--|
| 3.1 | <input checked="" 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 Newbury House Family Centre 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 (€) |
|-------------------|--------------|-------------------------|-------------------------|--------------------------|--------------------|---------------------|-------------------------|---|
| | | | | 0.00 | | | | |
| | | | | 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 (€) |
|-----------------------------|--|--|-----------------|--|-----------------------|-------------------------|------------------------|--------------------|---------------------|--------------------------------|------------------------------------|--------------|
| Full Day Fun 9-5 | 0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input checked="" type="checkbox"/> 3-6 Yrs <input checked="" type="checkbox"/> 4-15 Yrs <input type="checkbox"/> | Yes | Yes | Breakfast, fruit, 1 hot meal, pm snack | 8.00 | 5.00 | 40.00 | 9 | 5 | €115.50 | 160 | €180.00 |
| Morning Butterflies 9-12 | 0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input checked="" type="checkbox"/> 3-6 Yrs <input checked="" type="checkbox"/> 4-15 Yrs <input type="checkbox"/> | Yes | Yes | Breakfast & Fruit | 3.00 | 5.00 | 15.00 | 9 | 12 | €0.00 | €60.00 | €67.50 |
| Lunch Hour 12-1 | 0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input checked="" type="checkbox"/> 3-6 Yrs <input checked="" type="checkbox"/> 4-15 Yrs <input type="checkbox"/> | No | Yes | Hot meal | 1.00 | 5.00 | 5.00 | 12 | 1 | €25.50 | €20.00 | €22.50 |
| Afternoon Butterflies 1-4pm | 0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input checked="" type="checkbox"/> 3-6 Yrs <input checked="" type="checkbox"/> 4-15 Yrs <input type="checkbox"/> | Yes | Yes | Snack & Fruit | 3.00 | 5.00 | 15.00 | 1 | 4 | €0.00 | €60.00 | €67.50 |
| Afternoon Stars 4-5pm | 0-1 Yr <input type="checkbox"/> 1-2 Yrs <input type="checkbox"/> 2-3 Yrs <input checked="" type="checkbox"/> 3-6 Yrs <input checked="" type="checkbox"/> 4-15 Yrs <input type="checkbox"/> | No | Yes | | 1.00 | 5.00 | 5.00 | 4 | 5 | €25.50 | 20 | €22.50 |
| | 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 |
|---------------------|--|---|
| Deposits | €30 Deposit to be refunded 1 month after approved registration | This €30 Deposit will be returned to parent/guardian once child's registration for ECCE/NCS funding is approved on the hive |
| Optional Extras | Once off annual outing approximately €25 | Service will remain open for children that do not partake |
| Additional Services | Absences/Illness/Holidays | Fees are applied in full for any days your child does not attend |
| Optional Extras | Once off payment for tracksuits tops logos/names €13 | Parents to purchase 2 navy tracksuit tops and give €13 to service to avail of bulk discount on printing |
| Choose an item. | | |
| Choose an item. | | |

Section C - Other Additional Information

A childcare place will be held for a child once the Registration form has been completed AND deposit paid. Deposits are non-refundable if your child does not take the place that has been booked for them.

Fees must be paid in advance at the beginning of each week or month, online or paid to administration staff in Newbury House office.

Childcare places require €30 deposit, refundable at the end of September/month after successful registration with funders.

4 weeks' notice is required in writing to reduce days/ hours or on leaving the service.

Days attending will be fixed. (Childcare Services are subject to strict adult to child ratios and bookings are taken on this basis. Changes can only be facilitated if it does not affect ratios as set out by Tusla under the Preschool Regulations.)

A late collection fee of €5 per 5 minutes applies to cover staff costs.

Bank Holidays :Usual fees to be paid

Parents Holidays: Usual fees to be paid

* These are entirely optional to parents

Sick Days: Usual fees to be paid

Preschool will close for 1 week in November and 2 weeks at Christmas. No fees payable these weeks.

Chicks: It is parent's responsibility to ensure National Childcare

Subsidies Chicks are up to date,

New chicks are provided to service on time and

Approved on parent's portal when claims are inputted by the service

Maintain attendance requirements as per funding terms and conditions

Note:

Our service is required to submit weekly claims and attendance to attain funding

Fees charged vary depending on subsidies awarded by National Childcare Scheme

National Childcare Subsidies cannot be back claimed therefore any delays in giving Chicks subsidies to service will result in full fees being charged

Fees are due at beginning of each week.

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 | DCXXX Supervision in Childcare |
| Preschool | DCXXX Supervision in Childcare |
| Preschool | DCXXX Supervision in Childcare |
| Preschool | Bachelor of Arts (Honours) Montessori Education |
| Preschool | Bachelor of Arts (Honours) Early Years and Childcare Studies |
| Preschool | Childcare Level 5 |
| | |
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| | |

4.2

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