



Dear Parents/Guardians

Thank you for your interest in Louisburgh Childcare. We are delighted to have opened our new Community Creche welcoming children from 1 year of age up to school-going age.

**Please note the following important information regarding the registration process before you begin to complete the Registration Form:**

- We have places for 15 children with a 1:5 staff ratio as per Tusla regulations
- As we are a non-profit community organisation our main aim is to cover our costs. To do this we must ensure that all 15 places are filled every day.
- Therefore we will be prioritising those who wish to book in for five full days. Should any places remain after this we will fill the remaining places by matching those looking for less than 5 full days with others looking for the alternate days.
- The opening hours will be from 8.30am to 5.30pm daily, Monday to Friday, for 48 weeks of the year. The facility will close for two weeks at Christmas and for two weeks in August to allow for staff holidays. As we will have a small team we believe this will be the best way to minimise disruption to the service and to parents while allowing staff their statutory holidays.
- A full day at the facility will be considered 8.30am – 5.30pm (9 hours) and a half day at the facility will be considered 8.30am – 1pm or 1pm – 5.30pm (4.5 hours). If your child attends any session for less than the full duration of that session, you will still be charged for either a full day or half day, as per what was booked. This will ensure that the service is sustainable.
- The cost for a full day is €40 and a half day is €25.
- All parents will be charged for the days they book on their registration form whether or not the child attends the service on all of those days each week. We must remain financially sustainable and therefore what is booked must be paid for.
- Every parent will be entitled to the Universal Childcare Subsidy which is €1.40 per hour (Budget 2023).
- The National Childcare Scheme also offers an income assessed subsidy. Information and a calculator are available at this link:  
<https://www.ncs.gov.ie/en/>
- It is up to the parents to apply for the National Childcare Scheme and to provide the code they receive to Louisburgh Childcare so that we can discount the fees. Any discount due is paid directly to Louisburgh Childcare from the government.

For any individual queries please contact us through this email address.

Thank you again for your interest.

Kind regards

Board of Management