



Dear Parents/Guardians

**We are delighted that you have made a booking for your child(ren) in our new Community After-School Service at Louisburgh NS. We look forward to welcoming them and to meeting you too, over the course of the year.**

**We have put together the following information to assist you and your child(ren) when attending the service for the first time. If you have any questions or wish to speak to us directly please do not hesitate to reply to this email or contact Barbara on 087 6525530.**

We would advise you to apply to the National Childcare Scheme as soon as possible in order to ensure that your subsidy has been approved before the start date. Otherwise full payment will be due for the days booked until you have received your Chick number. To apply, go to the website at <https://www.ncs.gov.ie/en/>.

Fees due will be discounted by the amount of the NCS subsidy awarded once we can claim for them. Once we have registered your child using the Chick number we can claim their subsidy, which is paid directly to the service. You can apply for either the universal subsidy of €1.40 per hour or the income-based one. You can get help on 01 906 8530 to decide which will give you the better subsidy.

When you have been approved for a subsidy and the amount is known, or if you are not applying for a subsidy, we will ask you to set up a weekly standing order for the co-payment (that is, the fee less the subsidy). You will be issued with a statement by email with the details of this closer to the time.

Days must be pre-booked for the after school and days booked must be paid for regardless of whether your child attends. As this is a community-run service we must cover our costs in order to remain open and be sustainable. Therefore we ask all parents to kindly accept and adhere to this stipulation.

As with all childcare and school facilities the HSE guidelines prevail in relation to infection control. We would ask that you do not send your child to the after-school if they are sick or have been absent from school due to illness that day.

Written homework will be done with all children unless parents specify otherwise. The time will not allow for reading and spellings to be done.

Please send a snack/second lunch with your child on the days they are attending after-school. These will be collected from the children at the start of the day and stored in a fridge in the GP room. If you would like to send a hot lunch it might be worth investing in a flask to keep it warm. Hot meals will not be served as part of the After-School Service at this time.

Please ensure that your child has raingear with them, both coat and trousers/all-in-one, as they will be outdoors as much as possible when weather permits.

Children can bring scooters and helmets with them to the after-school. These must be in a good state of repair and parents are responsible for ensuring this is so. They can be stored in the school bike-shed during school hours.

We would ask that children do not bring devices to the after-school and that if parents prefer them to have phones with them that they remain in their bags unless needed to contact parents.

Pick up at the end of the day will be from the door to the GP room where the after-school is located. We would ask parents to remain outside and children will be brought out by the Room Leader or Room Assistant. We find that if a parent enters the room the attention of the team is diverted from the other children.

We look forward to welcoming your child(ren) to the after-school service. Thank you for your support.

Kind regards

Board of Management

Louisburgh Childcare