



Dear Parents/Guardians

Thank you for your interest in the Community After-School Service at Louisburgh NS. We are very grateful to the School Board of Management and the Parents Association for their support in introducing this new service. Over the summer there is building work at the school and we are relocating the SAC to Ard Caher. We appreciate the support of the ECCE staff who will be clearing out their room to make space for the older children and the flexibility of the Sac staff.

We are hoping to be able to provide a hot meal for the out of term service this summer and will let you know. If we do get approval it will be an optional extra and an additional €3 per lunch will apply for those who choose it.

Programme:

The new community after-school service operated by Louisburgh Childcare offers professionally supervised care and organised activities for children aged between 5 and 12 years after school and during school holidays.

Our programme provides a stimulating and comfortable environment for your child. Time is allocated for free play, arts and crafts, drama, role plays, music and movement, story time, construction toys and outdoor play. Positive play opportunities offer children support to develop, learn and have fun.

A comfortable area is provided where children can relax and read to allow for children to have some 'quiet time' to themselves.

The following is important information to consider when making a booking with us. Please read through carefully and do not hesitate to contact us should you require clarification or any further information. Please also read our enrolment policy before completing the enrolment form

If you are interested in registering your child for a place during school holidays in this service please complete the Registration Form and return it to this email address, signed wherever indicated.

Please note: The Registration Form does not constitute a booking. If a place is available for your child you will receive an email confirming that place. If there is no place available at present we will inform you of this and keep your child's details on a waiting list, should you wish us to do so.

Please note the following important information regarding the registration process:

- There will be a staff to child ratio of 1:12 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 places are filled every day.
- Therefore we will be prioritising those who wish to book in for five 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. Drop-in places will not be available at present – all spaces must be pre-booked.
- The opening hours will be from 8.30am to 5.30pm daily, Monday to Friday.
- The cost for the full day is €35 per child; the cost for a half day (8.30am – 1pm or 1pm – 5.30pm) will be €20.
- 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/guardian using the service is entitled to the Universal Childcare Subsidy through the National Childcare Scheme, which is €1.40 per hour from Jan 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/> You can get help on 01 906 8530 to decide which will give you the better subsidy.
- It is up to parents/guardians to apply for the National Childcare Scheme and to provide the Chick code they receive to Louisburgh Childcare so that we can discount the fees. **For the Summer holiday period any new Chick numbers must be received by Louisburgh Childcare by the 30th June at the latest** to ensure you will receive your subsidy, otherwise payment in full will have to be made.

Any discount due is paid directly to Louisburgh Childcare from the government. Outstanding fees/co-payments will be kindly paid via standing order/bank transfer. Please see bank details below.

Other important information:

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 if they are sick.

Please send a lunch or opt for the hot meal and snacks with your child. 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 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. If good weather is forecast then we ask that you send a sun hat and sun cream with your child.

Children can bring scooters and helmets with them also. 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.

We would ask that children do not bring devices 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 gate beside the carpark on Ard Caher where the after-school is located for the summer. 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.

The contact number for the After School staff from 8.30am to 5.30pm is 085 1190950.

We look forward to welcoming your child(ren) to the after-school service during the holiday period.

Thank you again for your interest.

Kind regards

Board of Management
Louisburgh Childcare
Cairde Caher, Ard Caher, Louisburgh

Bank details :

AIB Westport, Louisburgh After Schools Childcare

IBAN: IE20AIBK93716916563157 BIC:AIBKIE2D