

# Parent Statement for Approved Providers

## 1. Welcome to our Childcare Service

**Smart Steps Raphoe Central, Raphoe Central National School Raphoe F93E367**, is an Approved Service, working together with the Department of Children, Disability and Equality, and parents to deliver high quality, affordable, inclusive Early Learning and Care (ELC) and/or School Age Childcare (SAC) services for children. This statement outlines some of the important things you can expect from us.

### 1.1 About Us

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

A typical week for us is 08:00 to 18:00 Monday to Friday for 49 weeks per year.

At Smart Steps Raphoe Central we offer the following services to children and their families:

<input type="checkbox"/>	Sessional Care for Early Learning & Care (ELC) excluding ECCE provision
<input type="checkbox"/>	Sessional pre-school under ECCE (Free Pre-school)
<input type="checkbox"/>	Full day care/part time care for Early Learning & Care (ELC)
<input checked="" type="checkbox"/>	Term time School Age Childcare
<input checked="" type="checkbox"/>	Out of term School Age Childcare

## 2. Early Childhood Care and Education Programme (ECCE), Access and Inclusion Model (AIM), National Childcare Scheme (NCS) and Community Childcare Subvention Plus (CCSP) Saver Programme.

This Childcare Service is in contract to deliver the:

<input checked="" type="checkbox"/>	National Childcare Scheme (NCS)
<input type="checkbox"/>	Early Childhood Care and Education (ECCE) programme
<input type="checkbox"/>	Community Childcare Subvention Plus (CCSP) Saver Programme

### National Childcare Scheme (NCS)

NCS provides subsidies to parents and families to offset the costs of Early Learning and Care (ELC) and/or School Age Childcare (SAC). There are two types of subsidies available to apply for under the NCS - the Universal or Income Assessed subsidy. Both subsidies are available to families with children between 24 weeks and 15 years of age.

This service welcomes children who wish to avail of the National Childcare Scheme, including children referred under the sponsorship programme. Further information about the NCS, including how to apply for a subsidy, 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).

Your NCS award includes a unique Childcare Identifier Code Key (CHICK) and information on the maximum number of hours you can claim. To use your award, you must:

- 1) Receive a CHICK by applying to <https://www.ncs.gov.ie/en/> or contacting the NCS Parent Support Centre.
- 2) Bring the CHICK to Smart Steps Raphoe Central and register your NCS subsidised hours of care. The hours that you will agree should be based on the hours you need and what Smart Steps Raphoe Central can offer you.
- 3) After Smart Steps Raphoe Central has registered your hours, **you must confirm** that these details are correct. These details must be confirmed at <https://www.ncs.gov.ie/en/> or in writing to National Childcare Scheme, PO Box 13105, Southside Delivery Office, Cork, depending on whether you originally applied online or by post to receive your award.
- 4) **Your NCS subsidy can only be paid once your CHICK has been registered by Smart Steps Raphoe Central and you have confirmed on the system that all details are correct.**

The amount that you must pay to Smart Steps Raphoe Central is called the 'co-payment'. The co-payment is Smart Steps Raphoe Central's fee for your child minus the NCS subsidy paid by the Department to Smart Steps Raphoe Central for your child.

Smart Steps Raphoe Central must provide you with details of how your co-payment amount is calculated (our fee less your NCS subsidy). We will always notify you within 20 working days if and when your co-payment amount changes, including details on how it has been calculated.

### **Calendars**

Smart Steps Raphoe Central will provide you with a separate letter indicating the days our service is closed over the programme year. We will provide you with a minimum of 20 working days written notice period of our intention to change this.

## **3. Fees Policies**

As an Approved Provider, we operate a Fees Policy that is transparent and understandable to our parents/guardians. Please do not hesitate to contact Lauren Mc Gee - Manager who will provide additional clarification as required.

**3.1 Donations** - We will not request or accept any donations, voluntary or otherwise from parents/guardians, in respect of the ELC/SAC services being provided.

**3.2 Deposits** - We will not charge any non-refundable deposits<sup>1</sup> 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. Additionally, if applicable we will return all ECCE or CCSP Saver programme deposits once your child's registration is approved on the Early Years Hive.

**3.3 Discounts** - Any discount relevant to you will be applied to your normal fee.

**3.4 Optional Extras** - The term 'Optional Extra' is only applicable to any extra services or activities we offer under the ECCE/CCSP Saver Programmes which are not funded by the Programmes but which are voluntary with optional charges to you. These optional extras are very limited in nature and there is a copy of the Department approved optional extras list available in Appendix 1 of the [ECCE programme rules](#), which are also available on the Early Years Hive.

**3.5 Additional Service** - Is when something additional to a service type/fee option is offered to parents/guardians. For example, a service provider may offer school collection services in addition to their SAC Service Types, this would be charged for additionally.

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<sup>1</sup> Non-refundable deposits include administration/registration fees or other such charges.

### 3.6 Fee Tables

#### 3.6.1 - Section A: Fee Options

Programme Year: 2025/2026

Fee Type Name	Age Range	School Age / Early Years	ECCE Available?	Session Start Time	Session Finish Time	Second Session Start Time	Second Session Finish Time	Incorporated Services?	Choose Incorporated Service	Additional Information	Hrs:Mins per Day	Days per Week	Hrs:Mins per Week	Weeks per year	Full Fee	Fee (with ECCE deduction for 3 free hours)	Effective From	Effective To
Break fast Club	4y - 13y	SAC	No	08:00	09:10			Yes	Meal		1.10	5	5.50	38	€35.5	€	25/08/2025	14/08/2026
Link Hour (Jnr & Snr infants)	4y - 7y	SAC	No	13:50	14:50			Yes	Meal	Link hour for Junior & Senior infants. Light snack included.	1.00	5	5.00	38	€35.5	€	25/08/2025	14/08/2026
Jnr. Afterschool Session 1:50pm - 6:00pm	4y - 7y	SAC	No	13:50	18:00			Yes	Meal	Full afterschool session for Junior & Senior infants. Light snack & hot meal included.	4.10	5	20.50	38	€103.25	€	25/08/2025	14/08/2026
Snr. Afterschool Session 2:50pm - 6pm	6y - 13y	SAC	No	14:50	18:00			Yes	Meal	Afterschool session for 1st - 6th class children. Hot meal included.	3.10	5	15.50	38	€79.75	€	25/08/2025	14/08/2026
In-Service days - Afters	4y - 13y	SAC	No	11:50	18:00			Yes	Meal	Extended afterschool session on school in-service	6.10	1	6.10	5	€27.75	€	25/08/2025	14/08/2026

chool session										days. Snacks and hot meal included. Fees are charged in accordance with existing session times / charges. E.g. 11:50am - 4pm is charged at the Junior afterschool rate (4.17 hrs).								
Out of Term SAC - Half Day	4y - 13y	SAC	No	09:00	14:00			Yes	Meal	Half day session during applicable school breaks. 9am - 2pm only. Snack included.	5.00	5	25.00	11	€116.25	€	25/08/2025	14/08/2026
Out of Term - Full Day	4y - 13y	SAC	No	08:00	18:00			Yes	Meal	Full day during applicable school breaks. Breakfast, snacks and hot meal included.	10.00	5	50.00	11	€194.75	€	25/08/2025	14/08/2026

**3.6.2 - Section B: Fee Extras: Deposit / Discount / Optional Extras\* / Additional Services**

Type	Extras	Amount	Frequency	Other	Description	Additional Detail / Conditions	Effective From	Effective To
Discount		€60	Weekly		60% Staff discount		25/08/2025	14/08/2026
Discount		€10	Weekly		10% siblings discount for 12+ hours use in term	Discount applied where 2 or more siblings attend the setting and at least one sibling is booked and charged for 12 or more hours per week.	25/08/2025	14/08/2026
Discount		€10	Weekly		10% siblings discount for 3+ full days out of term	Discount applied where 2 or more siblings are booked and charged for 3 or more full days per week out of term.	25/08/2025	14/08/2026
Deposit		€0	Weekly		We do not charge deposits		25/08/2025	
No Optional Extras		€						

\* These are entirely optional to parents/guardians.

### 3.6.3 - Section C – Other Additional Information

Fees are charged weekly in line with the child's booking - regardless of attendance / non-attendance for any reason. Term Time fees are not charged over school holidays. Out of Term sessions are booked and charged for separately. Full fees apply for weeks in which the service is operational and a bank holiday occurs. Permanent changes (lasting four weeks or more) to a booking may be made following discussion with the Service Manager and must be requested with a minimum of two full weeks' notice. Cancellations of individual/random days are not permitted. Only permanent booking changes (of four weeks or longer) are accepted with appropriate notice. 4 weeks notice is required for permanent cancellations. Full fees are charged for closures that are out of our control e.g. due to adverse weather conditions / loss of power, water etc. - subject to a maximum of 3 days per calendar year. Additional / extra hours or sessions booked at short notice may be subject to the full fee for the additional hours / session (drop-in rates) and are accommodated strictly according to the availability of spaces.

**Queries** -If you have any queries or wish to discuss any of the above, please contact **Lauren Mc Gee - Manager**. Alternatively, you could address queries to your local City/County Childcare Committee (CCC). A list of CCC contact details is available from [City and County Childcare Committees](#).

Smart Steps Raphoe Central will display this Parent Statement at all times in an area accessible to parents/guardians as well as on any online platform maintained by the Smart Steps Raphoe Central for the purpose of advertising its service or providing information to parents/guardians. Smart Steps Raphoe Central will print and co-sign a Parent Statement for each family. A copy signed by Smart Steps Raphoe Central and the parent/guardian will be retained on file. Any changes to Fee Policies will require that an updated Parent Statement is displayed and Smart Steps Raphoe Central will issue updated Parent Statements by email to our parents/guardians and retain proof of the associated email.

In this section include details of the child(ren), in this family only, enrolled at the service (as per parent/guardian name below):

Use **BLOCK CAPITALS**:

Child first name	Child family name

This Parent Statement, which is an agreement solely between the parent/guardian and the provider, sets out what is on offer at Smart Steps Raphoe Central and the applicable fees. If these terms conflict with the terms of any other agreement between Smart Steps Raphoe Central and the parents/guardians then this takes priority. However any parts of any existing agreement that do not conflict remain in force and are not affected by this Parent Statement.

Programme Year:	2025/2026
Service Provider Name:	Smart Steps Raphoe Central
Service Reference No.:	24DL0334
Signed – Parent/Guardian:	
Parent/Guardian name in BLOCK CAPITALS:	
Date:	