

Parent Statement for Approved Providers

1. Welcome to our Childcare Service

Pals Afterschool, Killbaha Ballinglanna Glanmire T45AN28, is an Approved Provider working together with the Department of Children, Disability and Equality, and parents/guardians 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 13:30 to 18:00 Monday to Friday for 45 weeks per year.

At Pals Afterschool we offer the following services to children and their families:

☐	Sessional Care for Early Learning & Care (ELC) excluding ECCE provision
☐	Sessional preschool under ECCE (Free Preschool)
☐	Full day care/part time care for Early Learning & Care (ELC)
☒	Term time School Age Childcare
☒	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 Approved Provider is in contract to deliver the:

☒	National Childcare Scheme (NCS)
☐	Early Childhood Care and Education (ECCE) programme
☐	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 Pals Afterschool and register your NCS subsidised hours of care. The hours that you will agree should be based on the hours you need and what Pals Afterschool can offer you.
- 3) After Pals Afterschool 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 Pals Afterschool and you have confirmed on the system that all details are correct.**

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

Pals Afterschool 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

Pals Afterschool 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 Teresa O'Mahony 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 deposits¹ 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 ECCE 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.

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

3.6 Fee Table

Programme Year: 2026/2027

3.6.1 - Section A: Fee Options

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
Junior s/Seni ors , Aftern oon	4y 1m - 13y 6m	SAC	No	13:30	18:00			Yes	Meal, Transp ort	Includes miscellane ous days off school for 5 hours. Extra hours €6 per hour	4.30	5	22.30	38	€169	€	17/08/2026	01/08/2027
Junior /Seni ors, aftern oon	4y 1m - 13y 6m	SAC	No	13:30	18:00			Yes	Meal, Transp ort	Includes miscellane ous days off school for 5 hours. Extra hours €6 per hour	4.30	4	18.00	38	€147	€	17/08/2026	01/08/2027
Junior s/Seni ors - Aftern oon	4y 1m - 13y 6m	SAC	No	13:30	18:00			Yes	Meal, Transp ort	Includes miscellane ous days off school for 5 hours. Extra hours €6 per hour	4.30	3	13.30	38	€122	€	17/08/2026	01/08/2027
Junior s/Seni ors , Aftern oon	4y 1m - 13y 6m	SAC	No	13:30	18:00			Yes	Meal, Transp ort	Includes miscellane ous days off school for 5 hours. Extra hours €6 per hour	4.30	2	9.00	38	€83	€	17/08/2026	01/08/2027

Week Long Camps	4y 1m - 13y 6m	SAC	No	09:00	15:00			Yes	Transport		6.00	5	30.00	7	€180	€	24/08/2026	01/08/2027
Off peak day	4y 1m - 13y 6m	SAC	No	13:30	18:00			Yes	Meal, Transport	Friday only	4.30	1	4.30	38	€35	€	24/08/2026	27/06/2027
Off peak days	4y 1m - 13y 6m	SAC	No	13:30	18:00			Yes	Meal, Transport	Monday and Friday, limited availability, for one year only	4.30	2	9.00	38	€70	€	24/08/2026	27/06/2027
1st to 6th Class - Afternoon	4y 1m - 13y 6m	SAC	No	14:30	18:00			Yes	Meal, Transport	Includes miscellaneous days off school for 5 hours, Extra hours €6 per hour.	3.30	5	17.30	38	€149	€	17/08/2026	01/08/2027
1st to 6th Class - Afternoon	4y 1m - 13y 6m	SAC	No	14:30	18:00			Yes	Meal, Transport	Includes miscellaneous days off school for 5 hours. extra hours €6 per hour	3.30	4	14.00	38	€135	€	17/08/2026	01/08/2027
1st to 6th Class - Afternoon	4y 1m - 13y 6m	SAC	No	14:30	18:00			Yes	Meal, Transport	Includes miscellaneous days off school for 5 hours. Extra hours €6 per hour	3.30	3	10.30	38	€113	€	17/08/2026	01/08/2027
1st to 6th Class - Afternoon	4y 1m - 13y 6m	SAC	No	14:30	18:00			Yes	Meal, Transport	Includes miscellaneous days off school for 5 hours. Extra hours €6 per hour	3.30	2	7.00	38	€77	€	17/08/2026	01/08/2027

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
Deposit		€100	Other	Yearly	To hold a place for September	€25 returned September, October, November, December	24/08/2026	01/08/2027
Additional Services		€6	Other	hourly	Breakfast club and after camp hours until 5.30pm		24/08/2026	01/08/2027
We do not offer ECCE		€40	Once Off		Trip out with fees	Most trips not charged	25/08/2025	01/08/2027
Discount		€			10% discount for second sibling		25/08/2025	01/08/2027
Discount		€			10% discount for all siblings if three siblings or more		25/08/2025	01/08/2027

* These are entirely optional to parents/guardians.

3.6.3 - Section C – Other Additional Information

It is the parents responsibility to renew Chick numbers when they become due. Pals Afterschool will issue reminders via Child Paths notifications. If a number isn't renewed NCS subsidy will not be payable and the full fees fall to the parents.

Queries -If you have any queries or wish to discuss any of the above, please contact **Sarah McCarthy**. 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](#).

Pals Afterschool 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 Pals Afterschool for the purpose of advertising its service or providing information to parents/guardians. Pals Afterschool will print and co-sign a Parent Statement for each family. A copy signed by Pals Afterschool and the parent/guardian will be retained on file. Any changes to Fee Policies will require that an updated Parent Statement is displayed and Pals Afterschool 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 is an agreement solely between the parent/guardian and the Approved Provider, sets out what is on offer at Pals Afterschool and the applicable fees. If these terms conflict with the terms of any other agreement between Pals Afterschool 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:	2026/2027
Service Provider Name:	Pals Afterschool
Service Reference No.:	24CC0864
Signed – Parent/Guardian:	
Parent/Guardian name in BLOCK CAPITALS:	
Date:	