**Cappoquin Childcare, Mill Street, Cappoquin, Co Waterford**

**Information Sheet**

**Email: cappcomdev@gmail.com Phone: (058)52746**

**General:**

**Cappoquin Childcare provides full childcare services for children from 6 months of age.**

**Babies, toddler, preschool, afterschool and holiday services are provided throughout the year.**

**The service is open from 8.00am to 6.00pm each weekday.**

**If demand for places exceeds available spaces, preference for enrolment will be given to children who enrol for full 5 days and to children of siblings already attending this childcare facility.**

**The cost of each service is outlined in the Fees Policy document under the relevant heading.**

**A deposit is payable with all bookings which will be refunded when the child leaves the service having given at least 1 months notice.**

**Children will not be allowed entry to any of the childcare services until all relevant details have been submitted to the childcare office.**

**Parents wishing to change their child’s attendance times during the year must give 4 weeks’ notice and complete and return Form D – “Advance Notice of Changes”.**

**All children attending the childcare facility (except ECCE, afterschools and holiday service) have a contract which runs from September to the following August inclusive. Fees are due regardless whether or not the child is in attendance i.e. fees are due in respect of family holiday or sickness unless the child is hospitalised.**

**Crèche:**

**The crèche service operates for 51 weeks of the year. There is a 1 week closure at Christmas .**

**If a parent wishes their child to attend the Crèche, Form A must be completed and returned to Childcare office.**

**Preschool:**

**The preschool service operates for 38 weeks of the year and coincides with the opening times of the local national school.**

**The preschool service operates each morning from either 8:45am to 11:45am or 9.00am to 12.00noon and also from 1.00pm to 4.00pm each day. There are 2 preschool rooms and these services are however subject to adequate numbers of children attending and to TUSLA guidelines. If sufficient numbers are not available only a morning preschool service will be available.**

**The preschool service is free to qualifying children.**

**If a parent wishes their child to attend the Preschool, Form A must be completed and returned to Childcare office.**

**Afterschools:**

**The afterschool service operates for 38 weeks of the year and coincides with the opening times of the local national school.**

**The afterschool service operates from 2.00pm to 6.00pm and 3.00pm to 6.00pm each day, with children being collected from the local national school at 1.45pm and 2.45pm. A hot meal is provided.**

**If a parent wishes their child to attend Afterschools, Form B must be completed and returned to Childcare office.**

**Fees:**

**All fees are payable by a direct debit system operated by Cappoquin Community Development Company CLG.**

**Registration:**

**Parents may choose the number of days that they wish their child to attend for the service they require by completing the Registration Form A, Form B or Form C and returning it, with the Early Childhood Ireland Child’s record booklet (available in childcare) to the childcare facility for preschool and afterschools services**

**For Crèche bookings, a minimum of 2 months advance notice is required by completing and returning Registration Form A with the Early Childhood Ireland Child’s record booklet. (Available in childcare)**

**Schools Summer Holiday periods:**

**If a child does not wish to attend the crèche during the Summer school holiday periods, or any part of it, a €50.00 per week retainer fee, which is to be paid in advance, will apply. If a child is taken out outside of these times the full fee will apply.**

**If a child is not attending for any part of the summer period, notice must be given in advance by completing and returning “Form E. – Retainer” to the childcare facility by 28th May 2022.**

**Subventions:**

**Subvention is potentially available to parents depending on their personal circumstances. These subventions are awarded by the Department of Children and Youth Affairs and the decision as to whether you qualify or not is entirely their decision.**

**If you feel you may be eligible for a subvention, please enter your details on the NCS portal and bring your CHICK number with you upon registration.**