

Parent Statement for Approved Providers

1. Welcome to our Childcare Service

Lansdowne Lodge Pre-school Montessori, 6 Lansdowne Terrace Shelbourne Road Ballsbridge, Dublin 4. Ballsbridge D04VY67, 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 51 weeks per year.

At Lansdowne Lodge Pre-school Montessori 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 checked="" type="checkbox"/>	Full day care/part time care for Early Learning & Care (ELC)
<input type="checkbox"/>	Term time School Age Childcare
<input 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 checked="" type="checkbox"/>	Early Childhood Care and Education (ECCE) programme
<input type="checkbox"/>	Community Childcare Subvention Plus (CCSP) Saver Programme

Early Childhood Care and Education Programme (ECCE)

ECCE provides for 15 hours per week of preschool provision for 38 week services or 14 hours per week for 41 week services per year before children start primary school at no charge to parents. A child is eligible to start ECCE in the September term once they have turned 2 years and 8 months of age on or prior to 31 August that year.

If you are availing of additional childcare, the balance of the childcare fees that you have to pay are the child's fees minus the 15 hours per week of preschool provision for 38 week services or 14 hours per week for 41 week services your child is eligible for. The hours you are awarded is paid by the Department to Lansdowne Lodge Pre-school Montessori for your child. Any additional childcare hours you are using outside of ECCE are eligible for an NCS subsidy (see details below).

Lansdowne Lodge Pre-school Montessori must provide you with written details of how the balance of your childcare fees are calculated (that is, the fee we charge less your free hours per week of preschool provision).

Ruth Leopold will support you in registering your child for the ECCE programme in our service if your child meets the eligibility criteria. Further information about ECCE is available here -

<https://www.gov.ie/en/publication/2459ee-early-childhood-care-and-education-programme-ecce/>

Please note: In the ECCE Programme you are not required or obliged to select or pay a deposit for any optional extras.

If you do avail of any optional extra, should you, at any time, wish to withdraw from any of the optional extras selected, you must provide Lansdowne Lodge Pre-school Montessori with 20 working days' notice.

Access and Inclusion Model (AIM)

The goal of AIM is to create a more inclusive environment in pre-schools, so all children, regardless of ability, can benefit from quality early learning and care. The model achieves this by providing universal supports to pre-school settings, and targeted supports, which focus on the needs of the individual child, without requiring a diagnosis of disability.

Further information about AIM is available here - <https://aim.gov.ie/>

Optional:

This service also has an Inclusion Coordinator, who has a special qualification focused on supporting the inclusion of all children in the service.

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 Lansdowne Lodge Pre-school Montessori and register your NCS subsidised hours of care. The hours that you will agree should be based on the hours you need and what Lansdowne Lodge Pre-school Montessori can offer you.
- 3) After Lansdowne Lodge Pre-school Montessori 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 Lansdowne Lodge Pre-school Montessori and you have confirmed on the system that all details are correct.**

The amount that you must pay to Lansdowne Lodge Pre-school Montessori is called the 'co-payment'. The co-payment is Lansdowne Lodge Pre-school Montessori's fee for your child minus the NCS subsidy paid by the Department to Lansdowne Lodge Pre-school Montessori for your child.

Lansdowne Lodge Pre-school Montessori 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

Lansdowne Lodge Pre-school Montessori 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 Ruth Leopold 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 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.

¹ 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
Full Time Tiny Tots	1y 3m - 2y	ELC	No	08:00	18:00			No			10.00	5	50.00	50	€321.3	€	28/07/2025	23/08/2026
Full Time Transition	1y 9m - 2y 6m	ELC	No	08:00	18:00			No			10.00	5	50.00	50	€321.3	€	28/07/2025	23/08/2026
Full Time Senior Montessori	2y 8m - 5y 11m	ELC	Yes	08:00	18:00			No			10.00	5	50.00	50	€321.3	€256.8	28/07/2025	23/08/2026
Full Time Junior Montessori	2y - 3y	ELC	Yes	08:00	18:00			No			10.00	5	50.00	50	€321.3	€256.8	28/07/2025	23/08/2026

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
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Deposit		€1400	Once Off		Deposit for Full-Time Children Only (No ECCE Only Deposit required)	Deposit is refundable once one month's notice is given before leaving the service.	28/07/2025	23/08/2026
Discount		€	Monthly		10% Sibling Discount taken off eldest child's fee before subsidy deductions		28/07/2025	23/08/2026
Optional Extra	Interactive Play and Exploration type classes/events	€80	Per Term		Stretch N Grow Class (once a week)	Payment is made directly to the Teacher. No payment goes to the service.	01/09/2025	23/08/2026
Optional Extra	Interactive Play and Exploration type classes/events	€7.5	Per Term		Chime N Play - Music and Movement Class	Payment is made directly to the Teacher. No payment goes to the service.	14/07/2025	23/08/2026

* These are entirely optional to parents/guardians.

3.6.3 - Section C – Other Additional Information

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

Lansdowne Lodge Pre-school Montessori 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 Lansdowne Lodge Pre-school Montessori for the purpose of advertising its service or providing information to parents/guardians. Lansdowne Lodge Pre-school Montessori will print and co-sign a Parent Statement for each family. A copy signed by Lansdowne Lodge Pre-school Montessori and the parent/guardian will be retained on file. Any changes to Fee Policies will require that an updated Parent Statement is displayed and Lansdowne Lodge Pre-school Montessori 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 Lansdowne Lodge Pre-school Montessori and the applicable fees. If these terms conflict with the terms of any other agreement between Lansdowne Lodge Pre-school Montessori 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:	Lansdowne Lodge Pre-school Montessori
Service Reference No.:	09DY0139
Signed – Parent/Guardian:	
Parent/Guardian name in BLOCK CAPITALS:	
Date:	