

TEC Letter to Parents / Guardians (Full / Part-Time Services)
PLEASE READ THIS LETTER CAREFULLY

Name of Service:

Úlla Beag

DCYA Ref:10CE0152

Dear Parent / Guardian,

The TEC programme (CETS / ASCC / CEC (circle as appropriate)) is run by our service over 50 weeks. The open days for our service are outlined in our Calendar attached. I am pleased to confirm that your child has been enrolled in our part-time CETS / CEC , Afterschool CETS / ASCC / CEC, Afterschool with pickup service ASCC / CETS(circle as appropriate)) service for a maximum of max 5 hours per day / max of 3.5 hours per day, max of 3.5 hours per day excluding pickup (circle as appropriate)) for five days per week.

The 10 weeks holiday (no pickup service)(ASCC/CEC)(circle as appropriate) will apply to this place. This is detailed over and there is a fee over those weeks as highlighted.

Daily / Weekly Fees

The (weekly / daily) fees charged for the TEC children listed below in this service is (e.g. €25 / €5)(circle as appropriate). The service has agreed to issue a weekly receipt for all fees paid under the TEC Fees Policy.

Optional Extras (as appropriate):

The service offers optional extras of breakfast club and morning drop off where required. The parent has been made aware that optional extras may be made as a separate agreement and the TEC place is not dependent on the optional extra being availed of.

Proof of Entitlement

Proof of entitlement will be required on enrolment. Proof of entitlement for the TEC place is required to be shown to the service manager to determine the appropriate fees.

Please complete, sign and date this form and return it to the service. This letter must be kept on our files for verification purposes during compliance visits.

Parents Signature _____ Date _____

The TEC place(s) will run from __/__/____ (enter start date) to __/__/____ (enter end date) for the following children:

Yours sincerely,

NAME

Position in Service (Owner / Manager)

APPROVED CLARE O'CONNOR K. N. Coeilly