

Úlla Beag ECCE Letter to Parents / Guardians (Sessional Services)

APPROVED CLARE CCC *K. N. Coethy*

Name of Pre-school: Úlla Beag

ECCE Ref:10 CEO152

Name of Child/ren:

Dear Parent / Guardian,

I operate the ECCE programme for 3 hours per day (9.30 am to 12.30 pm), 5 days per week for 38 weeks which amounts to 183 open days. This service is free of charge. The Pre-school Calendar for my service is also attached.

My service fees are charged on a weekly basis. Under the ECCE programme additional weeks outside of the 38 week model are optional in sessional services. Your ECCE payment will be applied as a reduction of €62.50 weekly for 38 weeks this covers the preschool year so no additional payment is required. There is no registration fee at Ulla Beag .

Weekly Fee Option (38 week only)

Where a child leaves the service before the end of the specified period the service will recalculate the fees where necessary, to ensure that the entire ECCE capitation due up to that date, as set out in the ECCE Payment Calendar, has been allocated towards the childcare fees.

Optional Extras:

If you do not wish to avail of any of the optional extras listed below, please tick here.

Optional Extras Table											
Specify Activity / Extra Time	Specify if option takes place during ECCE time		Is the charge inclusive in the non-ECCE sessional rate for the service? Please specify if 3hr or 3.5hr.				Amount charged specify – Daily/Weekly/Monthly/Once-off				Parents Initial Box
	Yes	No	Yes	No	3hr	3.5hr	Daily	Weekly	Monthly	Once-off	
Lunch rate 12.30 - 14.00 pm with cooked lunch @ €6		No		No			€6	€30			
Extra hour per day from 14.00		No		No			€5 per hour				

Parent / Guardian Declaration:

I have enrolled my child in this service and **I understand** how the ECCE capitation is applied in this service. It has been clearly explained to me that enrolment in this service is not dependent on me opting in to any or all of the optional extras listed above. I have received the Pre-school Calendar and understand the conditions surrounding the return of the Registration Fee / Deposit by the end of October where it applies.

Parent / Guardian Signature _____

Date _____

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Other optional extra		No		No						
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If you wish to avail of any of the optional extras available to you listed in the **Optional Extras Table** above please initial the box next to your chosen optional extras.

The Table below shows all additional services provided at Úlla Beag with no additional charge:

A healthy snack and drink is supplied at 10.30 free of charge.	
Transport - Free preschool pick up at 09.00 from Ogonnelloe GAA carpark	
School trip to local national school as part of our transition program	
Birthday parties - we celebrate each child's birthday with a cake ; party and small gift.	
Christmas parties ; Halloween parties, Easter Egg hunts are all at no additional charge.	
Class photo / Graduation certificate / Family Graduation party all provided free of charge.	
Gardening - we operate a Preschool Gardening Educational program based on Organic Horticulture Fetac Level 5 which includes the children sowing, growing and harvesting plants seeds flowers and food from the school garden all organically and taking plants ; seeds and flowers home with them	
An Taisce Green Schools Program -We are part of the Green Schools Program and have successfully achieved 2 Green flags for Recycling & Waste Management and Energy Management. Children are included and involved in all of this work and we include and partner with families where possible. 2014-2016 Theme is Water.	
Baking - we regularly bake with the children and they get to consume their creations	
Pedagogical documentation in the form of an ECCE Year Learning Journal which includes developmental reports; photos;artwork and observations documented throughout the year	
Wellie Recycle Program - to save families having the expense of 2 sets of wellies in school and home we operate a wellie recycling program with our families.	
We operate outdoors with the children for a minimum of 1 hour per day in cooler and winter months up to a full preschool class outside during the summer months.	
We provide a Yoga Preschool curriculum which has been developed at Úlla Beag	
We provide an Introduction to Irish Language for Preschoolers which has been developed at Úlla Beag.	
We provide Musical curriculum based on Kindermusik and Ceol programs.	
We collaborate with local educators for our Gardening classes and this is provided free of charge.	
We collaborate with the local Irish Dancing Teacher to provide a month of Irish Dancing Lessons free of charge	
At the end of year Children take home their folders of work from their ECCE year to keep at home.	
Arts & Crafts During the School term children get to take home all projects we make with them including all Clay items; Jewellery; Crafts from Nature; Crafts from Recycled products.	

We do not require Registration Fee / Deposit or Donations

Please complete, sign and date this letter (all pages) and return it to the service. This letter will be retained on our files for verification purposes during compliance visits.

Yours sincerely,

APPROVED CLARE CCC *K. N. Coakley*

Denise Sheridan
 NAME
 Position in Service (Owner / Manager)

Parent / Guardian Declaration:

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Parent / Guardian Signature _____ **Date** _____