



PARENT AGREEMENT FOR CHILDCARE SERVICES ~ September 2026 – August 2027

Parent/GuardianName: _____

Child Name(s): _____ ChildName(s): _____

Child Name(s): _____ Child Name(s): _____

Agreement

This agreement outlines the terms and conditions relating to your child's childcare placement at Buttercup Childcare. Where a childcare place is supported through the Early Childhood Care and Education (ECCE) Scheme and/or the National Childcare Scheme (NCS), parents/guardians agree to comply with the requirements of the relevant scheme and to complete all documentation required by Buttercup Childcare and the relevant funding bodies. Please read the following carefully and indicate your agreement where required. To ensure that all families understand and can comply with the requirements of the service, a childcare place can only be confirmed where the key terms and conditions of this agreement are accepted.

I have read and agree to the above statement: ☐ Yes

Childcare Fees 2026 - 2027

Effective from 01/08/2026 – 31/07/2027

Ref.	Session Type	Hours	1 Day	5 Days
A	Breakfast Club	7.45-8.45am (1hr)	€7	€35
B	ECCE	8.45am-11.45am (3hrs)	€15	€75
C	After School Jnr. & Snr. Inf.	1.40-2.40pm (1hr)	€6	€30
D+	After School 1st-6th class	2.40-5.40pm (3hrs)	€17.50	€87.50
E	FDC inc. hot meal	8.30-5.30 (9hrs)	€48.50	€242.50
E+	Wrap around hour	8-8.30am/5.30-6pm (1hr.)	€10	€50
F	FDC inc. hot meal P/T	8.45-1.45 (5hrs)	€28.50	€142.50
G+	Camp (5 days only)	9am-2pm (5 hrs)		€160
E+	After School Jnr. & Snr. Inf.	1.40-5.40pm (4hrs)	€22.50	€112.50

Valid NCS ~ CHICK will be deducted from all fees shown above.

SIGNATURES

Parent/Guardian Signature: _____

Date: _____

Service Provider Signature: _____

Date: _____



GENERAL TERMS AND CONDITIONS

Early Childhood Care & Education (ECCE) ~ School Age Childcare (SAC) ~ Full Day Care (FDC)

Parent/Guardian Acknowledgement

Agree

- Each child must attend a minimum of 3 days per week or 10 hours across the week to be eligible for a place. ☐
- Annual childcare bookings may only be amended at the beginning of a term. One booking change made before the start of a new term will not incur charges. ☐
- A childcare booking may not consist of more than two booking types across the week. The 1-hour Breakfast Club booking and the 1-hour Junior/Senior Infants after-school booking (1.40pm–2.40pm) are exempt from this rule. However, either of these 1-hour booking types must be booked for a minimum of 4 days per week. ☐
- If I wish to terminate this contract, I will provide 8 weeks' written notice to the service. ☐
- ECCE, SAC or FDC bookings cannot be reduced or terminated during June or July. ☐
- Childcare fees remain payable for all contracted weeks (38 or 45 weeks as applicable), regardless of attendance. ☐
- The Wrap around hour may only be used in conjunction with the 9-hour FDC option. ☐
- I am responsible for checking childcare invoices issued every 4 weeks and notifying the service of any errors within 7 days of the invoice date. Due to NCS contractual requirements, amendments or refunds cannot be processed more than 30 days after the invoice date. ☐
- From September 2026, all childcare fees will be collected by DD. The current late payment charge of €10 will then be void, however returned or unpaid DD may incur further charges. ☐
- Where a child is repeatedly collected more than 5 minutes after their booked collection time, the service will apply the appropriate childcare fee for the next session. Please note the NCS discount will not apply to this additional booking. ☐
- Credits or refunds cannot be applied for non-attendance or child does not avail of a hot meal or snack. ☐
- Where ECCE or NCS funding is reduced, suspended or withdrawn for any reason, the parent/guardian will be responsible for the standard childcare fees applicable to their child's booked sessions for the remainder of the booking period, unless otherwise agreed by the service. ☐
- Families availing of ECCE or NCS funding are responsible for complying with the attendance and participation requirements of the relevant scheme. Where funding is withdrawn following a review, inspection or decision by Pobal due to non-compliance with scheme requirements, the parent/guardian will be responsible for the standard childcare fees applicable to their child's booked sessions from the date funding ceases. ☐
- It is my responsibility to ensure that a valid NCS CHICK number is always held by the service. If my CHICK number expires or becomes invalid, I will be invoiced at the full fee rate until a valid CHICK number is provided. (Backdating a new CHICK number is not possible) ☐
- I understand that Buttercup Childcare's policies and procedures are available to view on the service website. ☐



Parent/Guardian Acknowledgement

Agree

- I consent to temperature checks being carried out where required. ☐
- I understand that risky play forms part of the ELC curriculum & SAC free play. While reasonable care is taken, minor cuts and bruises may occur. I have read the Buttercup Childcare Accidents and Incidents Policy and agree to sign relevant incident reports relating to my child when required. ☐
- I confirm that the authorised collectors and medical information provided on my child's registration form are accurate and up to date, and that I have no additional information to provide at this time. ☐
- I will notify the service or room leader in writing of any new medical condition, diagnosis, allergy or medication requirement that arises during the year, and I will ensure this information is provided before my child next attends the service. ☐
- I understand that my child must remain at home if they have a high temperature, vomiting, diarrhoea or any contagious illness that may spread within the service. ☐
- I have received the Parent Statement, Calendar and Parent Declaration in advance of signing this agreement and agree to all associated documentation. I understand that a scanned copy of the signed agreement will be issued by email. ☐
- I understand that I am part of a WhatsApp group with other parents in my child's room and that my contact details are visible to other members of that group. ☐
- I am responsible for reading all emails issued by the service to ensure I am aware of information relating to my child's childcare place. ☐
- Booking cut-off dates apply to Halloween, Easter and Summer Camps, FDC Summer Childcare for SAC children, and additional childcare required when the National School is closed. Failure to book before the published cut-off date may result in NCS not being applied and full fees becoming payable. ☐
- Camp is available to book for 7 weeks of the year. If you need to cancel your booking within 7 days of the camp start date, unfortunately no refund will be issued. Once the camp invoice has been issued, cancellations made before this 7-day period will be eligible for a 50% refund only. ☐
- When selecting childcare sessions, I will choose the booking type(s) from A–I, that most closely match my childcare requirements. ☐
- I will inform the service whenever my child is absent from a booked session. ☐
- As childcare places, staffing and resources are allocated based on booked sessions, fees remain payable during periods of absence, including absences due to illness, infectious diseases or public health guidance. In exceptional circumstances, requests for a fee adjustment may be considered at the discretion of the service. ☐
- ECCE Deposit (€100), SAC Deposit (€200) and FDC Deposit (€300) are refundable only where the child takes up the booked place. ☐



ECCE PROGRAMME CONDITIONS ONLY

ECCE Acknowledgement

Agree

- All ECCE bookings operate on a 5-day-per-week basis, regardless of whether the child is in Year 1 or Year 2 of ECCE. ☐
- Preschool Extension (an additional 2 hours per day) must be booked for a minimum of 3 days per week. The resulting 5-hour session becomes a Full Day Care (FDC) booking and includes a hot meal. ☐
- Hot meals are not available during the standard 3-hour ECCE session. ☐

FULL DAY CARE (FDC) CONDITIONS ONLY

FDC Acknowledgement

Agree

- Full Day Care in the 2–3 year room operates for 45 weeks, as outlined in the annual service calendar. ☐
- Full Day Care bookings must be for a minimum of 5 days per week, including at least 3 days of 9-hour attendance. ☐
- Existing families may reduce their Full Day Care booking to a minimum of 5 half-days during the 7 weeks outside the term-time calendar. Change of booking cut off date will apply. ☐
- I am responsible for ordering my child's hot meal through the Mint Catering App before the published cut-off date. I am also responsible for cancelling meal orders on any days identified as closed on the service calendar. ☐
- A charge of €3.50 will apply for any hot meal ordered on a day when the service is known to be closed. ☐

SCHOOL AGE CHILDCARE (SAC) CONDITIONS ONLY

SAC Acknowledgement

Agree

- The SAC Behaviour Policy must be signed by both the parent/guardian and the child. ☐
- I give permission for my child to have supervised access to the internet. ☐
- I give permission for Buttercup Childcare to collect and/or return my child to Ballylanders National School on the agreed days. ☐
- I will notify Buttercup Childcare of any changes to collection arrangements or if my child will not be attending school on a day when collection has been booked. ☐
- I understand that my child will receive a snack on arrival. If I choose not to avail of this snack, I will provide an additional lunch for my child. ☐
- On days when Ballylanders National School closes at 12.30pm and my child has a SAC booking, I must contact the service to arrange an earlier collection. A €5 charge will apply for the earlier collection. The booking amendment administration fee will not apply; however, booking cut-off dates remain in place. ☐
- Due to staffing ratios, booked days cannot be routinely exchanged for alternative days. Fixed attendance days are required and weekly changes cannot be accommodated. ☐