



Clann Aire

National Childcare Scheme Policy

Policy Statement:

We at Clondrohid Community Creche, Preschool and Afterschool are committed to follow the guidelines and rules of the National Childcare Scheme. We have policies and procedures in place to ensure that every child is in receipt of the correct subsidy once the child is registered by the parent/Guardian.

Principle:

This policy is underwritten by the Department of Children, Disability and Equality (DCDE), National Childcare Scheme (NCS) Funding Agreement made under section 8 of the Childcare Support Act 2018.

Clondrohid Community Creche, Preschool and Afterschool (Clann Aire) have the following Policy and Procedure:

- It is the responsibility of the parent/guardian to register with the National Childcare Scheme and have a contract with the Department of Children, Disability and Equality. The website is as follows <https://www.ncs.gov.ie/en/>.
- Receive and Process the CHICK: Once parents apply for the NCS, they will receive a Childcare Identifier Code Key (CHICK). Our Full Day Care Manager will use this code, along with the child's name and date of birth, to register the child with us on our system for the subsidy through the Early Years Hive portal.
- Claim the subsidy: Once the Full Day Care Manager has the child's CHICK, they will claim the subsidy directly from the NCS.
- Applying the subsidy to the bill: The awarded subsidy for each child will be paid directly to us and we will deduct it from the parent's/guardian's weekly childcare bill.

Managing Hours and Claims

- The Educators in each room must accurately log the child's attendance, which is done through the Child Path's App. At the end of every week the Full Day Care Manager will check attendance records.
- A child has a maximum of 45 NCS hours per week, but the number of hours that can be claimed is based on the child's attendance. We cannot allocate funding for hours not used. To be clear you will be allocated NCS capitation based on hours your child is in attendance in our facility, not on the number of hours they are allocated by the NCS.
- If a child receives a free preschool program (ECCE), the NCS subsidy hours are calculated for the hours outside of the ECCE hours. This is the same for children attending Primary School.
- If a child unattended their claimed hours for 8 consecutive weeks, then according to the guidelines from Pobal we must reduce the child's claimed hours to what they are attending.