



Guidance on Agreements with Parents

This short document offers guidance to providers on the content of written agreements which must be in place with parents who receive subsidies under the National Childcare Scheme.

Where a provider delivers an agreed childcare service to a parent, a private contract exists between the parent and the provider.

It is good business practice for a service provider to have a **written** contract or agreement in place with every parent availing of their service, setting out the terms and conditions of the delivery of the service. This is solely a matter for the service provider. However, it is **mandatory** for such a written agreement to be in place between the provider and the parent of a child funded under the National Childcare Scheme.

The Scheme's legislation¹ requires a childcare service provider to have a written agreement with every parent receiving a subsidy under the National Childcare Scheme setting out –

- the number of childcare weeks and the number of childcare hours each week that the provider has agreed to provide to the eligible child
- the fee for the childcare service that will be provided to the eligible child, having regard to the provider's published schedule of fees
- a commitment to offset the Scheme subsidy in full against the agreed fee

Overleaf you will find sample text for such an agreement. This (or similar) text can be used on its own or adapted and added to a provider's existing parental agreement.

PLEASE NOTE that the sample text is intended for guidance only, and the precise wording of any such agreement is solely a matter for the service provider.

Note – The figures in square brackets (highlighted in yellow) are sample figures only. Providers should replace these with the figures appropriate to their service.

¹This Agreement is required under Regulations made under section 15 of the Childcare Support Act 2018, and under the terms of the National Childcare Scheme Funding Agreement between the Minister and the service provider.

Service Provider: _____

Name of Parent: _____

Name of Child: _____

It is agreed that the above child, who is eligible for a subsidy under the National Childcare Scheme, will avail of childcare services as follows:

[Insert details of the agreed service in line with how this is described in your published fee list, eg. breakfast club/ full daycare/ sessional care/ afterschool care etc]

These services will be delivered [for the period xx/yy/20xx to xx/yy/20xx OR from xx/yy/20xx onwards], subject to each party giving the other x weeks/ months notice if they wish to terminate the place.

The fee for this service (as set out in the service's published schedule of fees and taking account of any applicable discount) is [€175 per week].

The parent has been awarded a subsidy for [40] hours per week.

The hourly subsidy rate for which the child is eligible is [€4.18] per hour, that is, a weekly total of [€167.20].

The weekly fee that will be charged to the parent at the date of this agreement will be [€7.80].

The National Childcare Scheme subsidy will be offset in full against the childcare fee. If the subsidy to which the child is entitled increases or decreases, the fee charged to the parent will be revised to reflect the change in subsidy.

Parent signature: _____

Service Provider signature: _____

Date: _____

Note: If the service provider increases or decreases the childcare fee, or if the parent chooses to avail of a different level of service, a new agreement must be signed.

Providers may also find it helpful to include the following text in their agreements:

Please note that, under the rules of the National Childcare Scheme, if the child persistently attends for fewer hours than the number of hours subsidised, the registered hours must be reduced. This will result in a reduction in the subsidy and a consequent increase in the fee charged.

Please also note that, under the rules of the National Childcare Scheme, if the child is absent for four or more weeks this must be reported by the provider and the subsidy will be suspended by the Scheme Administrator. The Scheme Administrator will continue to pay a subsidy for absences beyond four weeks in certain special circumstances (see www.ncs.gov.ie for further details).