

NATIONAL CHILDCARE SCHEME PARENT/GUARDIAN AGREEMENT FORM

CHILD'S INFORMATION

Child's First Name:		Child's Surname:		Date of Birth:	
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LINKS BRANCH NAME (LOCATION):		Start Date:	From
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CHICK (Childcare Identifier Code Key) Number:	
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Weekly hours awarded		Rate per hour		Date Range Approved	
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Monthly Childcare Fee:

CARE INFORMATION

REGISTERED HOURS OF ATTENDANCE (MUST BE COMPLETED)

Please outline as accurately as possible to the nearest hour how many hours for each booked session your child will be in attendance.

*Please note that we will omit 3 hours per session for children eligible for the ECCE grant

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

TERMS AND CONDITIONS:

- **This completed agreement form can only be accepted by email by our Head Office Team, please refer to your accompanying email to find the specific email address details to return it to.**
- **A copy/screen shot of your award under the NCS is required to accompany this agreement**
- The National Childcare Scheme subsidy will be offset in full against the childcare fee and appear as a credit each month on your account following approval and the funds being received by Links Childcare.
- Funding will be applied for within 3-5 working days following receipt of this completed form or for new enrolments on the first day your child commences care with us.
- Following this application by Links Childcare once parents receive a notification that their application has been processed they are required to approve the allocated funding to the specific Links Childcare location that their child will be attending prior to their start date, if this is not completed funding will NOT be approved by the NCS and funding cannot be back dated.
- Attendance of subsidised hours are monitored and reviewed by the NCS weekly and subsidies are subject to readjustment, these hours do not affect your contract hours booked as part of your enrolment with Links Childcare.
- Please note that, under the rules of the National Childcare Scheme, if your 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).
- If your child’s registered hours of attendance change due to an increase/decrease in care, once confirmed by the admissions team, a new agreement must be completed and returned one week prior to this agreed change taking place in order to allow time to submit a new claim to the NCS.
- If for any reason your funding from the NCS is cancelled you are required to contact the NCS directly and then advise us accordingly.
- All terms and conditions of the scheme can be found at www.ncs.gov.ie

PARENT/GUARDIAN SIGNATURE (NCS APPLICANT)

(The parent/guardian who initiated the NCS claim is required to sign this agreement form)

CHILD’S NAME:		
Name of Parent/Guardian (NCS Applicant) (BLOCK CAPITALS)	Signatures of Parent/Guardian	Date

Failure to complete this form in full will result in this form being returned to you and therefore delaying your grant being processed.

FOR OFFICE USE ONLY

Name (BLOCK CAPITALS)	Signature	Updated Date
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