



Gaelscoil Mhainistir Na Corann

Registration & Booking
Information



Fáilte go Club Spraoi



We're open for registrations & bookings!

We are delighted to inform you that Club Spraoi will open at Gaelscoil Mhainistir Na Corann on Monday 20th February 2023.

Please find a link to our website below. Here, you can select either 'Register Now' or 'Make a Booking' and it will take you directly to our booking platform – AimyPlus. Here, you can create a profile for yourself and add the details for the child/children that you wish to book. Once you have completed the registration, you can go ahead and book whatever sessions that you require. Please read the important booking and payment information below. (Gaelscoil Mhainistir Na Corann will be added as new location to our website shortly however you can still proceed to register and book, selecting Gaelscoil Mhainistir Na Corann as you child's school at the registration stage)

<https://clubspraoi.ie/>

To make a booking

To submit a booking request, log into your AimyPlus profile and select the dates and session times that you require. The booking will then be approved by us, subject to availability for the session times and dates selected.

When making your booking, if you wish to pay weekly, select 'Regular'. If you would like all sessions booked to appear on one invoice for payment upfront, please select 'Casual',


IMPORTANT: If you need to request a booking for the same day, you need to submit this booking request before 9am to allow sufficient time for us to check availability and to notify you that the booking has been accepted / declined. We will be unable to process any requests submitted after 9am,

Breakfast Club bookings must be submitted for approval before 6pm on the day before.



 gsmnc@clubspraoi.ie

 www.clubspraoi.ie

 083-4145118

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Payment

Club Spraoi operates a **pre-pay service**. All bookings must be paid for a minimum of one week in advance.

Each Monday you will receive an invoice by email which must be paid in full by 4pm on the Friday of that week.

IMPORTANT: Failure to pay an invoice by the due date will result in the cancellation of your sessions.

Payment Methods

Card Payment- The preferred method of payment of invoices is by debit / credit card via Stripe/Paypal by selecting 'Pay Now' on your invoice.

Bank Transfer- If you are unable to pay by card and need to make a bank transfer, please allow 5 working days for your payment to be processed and a receipt to be emailed to you (please note that during this time, you may receive automatic payment reminders by email, until the payment has been processed and added to your account) Our bank details are on every invoice that you receive.

Adding credit to your account – you can top up your account on a monthly/termly basis and subsequent invoices generated will be deducted from this balance. When this balance has been used, you will receive invoices again for payment that is due, prompting you to add further credit to your account (statements are available at any time on request)


If you are paying or adding credit to your account by bank transfer please use your child's name only as reference so that we can quickly identify that the payment is for your child. The bank details are on every invoice that you receive.

For any queries on billing/payment please contact us at support@clubspraoi.ie



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Cancellations / Amendments

If you wish to cancel a booking you need to email the Club Spraoi team at gsmnc@clubspraoi.ie and let us know that session/s that you need to cancel. If the cancellation is made more than 24 hours before the start time of the session, the cost of the session will be credited to your account. If the cancellation is made less than 24 hours before the start time of the session, you will lose the cost of the session. If the session/s had not been paid in advance, the charge for this will remain on your account to be paid and no future bookings will be accepted until payment has been received.

If you have a session booked and you wish to change it to a session of shorter/longer duration, you will need to email the Club Spraoi team at gsmnc@clubspraoi.ie and let us know that session/s that you need to amend (if an extension of a 1:40-2:40 session is required, this will be subject to availability at 2:40). If this is done more than 24 hours in advance of the session time, any credit due will be added to your account. You can use this credit to pay for future booking.


When your child is unwell / absent from school

If your child does not attend school, or is collected by you during the school day due to illness or another reason, it is your responsibility to notify us that your child will not attend. You may be cancelling the session within 24 hours of the start time and therefore not entitled to credit for the session. However, the session must still be cancelled. Where you fail to notify us by email, we will assume that your child will be present at the session start time and will use our best efforts to locate your child, including but not limited to: phoning parents, searching the school and school grounds, speaking to a representative of the school and alerting the Gardai where necessary. Failure to notify us of a non-attendance in accordance with this policy will incur a penalty of €10 which will be imposed on your Club Spraoi account.



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Late Collection

Where your child is collected more than 10 minutes after the end of the booked session you will be charged for that hour and every subsequent hour thereafter. The additional charges will be applied to your Club Spraoi account. Please note that no future bookings can be made until all charges on your account have been paid.

Where your child is collected after 18:00, you will be automatically charged €5.00 per every 10 minutes you are late collecting the child past closing time. The additional charges will be applied to your Club Spraoi account. Please note that no future bookings can be made until all charges on your account have been paid.

Extension of a session (on the day)

Should you require your child's session to be extended you may do so, by contacting us at 083-4145118 within 1 hour of the end of your child's session. You must inform us of the time you expect to collect your child. The additional charge will be added to your invoice for the following week.


When school finishes early

On the days that school finishes early for a half day, we will be onsite to provide care at the earlier finishing time. The cost for this additional time will be added to your invoice for that week. If you already have a booking place for that day, we will assume that you need us to collect your child at the earlier time (and will add the additional charge to your account), unless you contact us to cancel the session for that day.



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National Childcare Scheme

We operate the National Childcare Scheme (NCS) which helps parents to meet childcare costs.

The scheme provides 2 types of childcare subsidy for children over 6 months of age:

- A universal subsidy for children up to 15 years of age. It is not means tested.
- An income-assessed subsidy for children up to 15. It is means tested.

If you would like to find out more information regarding eligibility and to apply please visit

<https://www.ncs.gov.ie/en/>

If you have been awarded claim hours and you would like us to register your child to receive the subsidy, please email us the details of your claim to support@clubspraoi.ie

Our Fees

7:30 to 8:40	€6.60
1:40 to 2:40	€6.60
1:40 to 3:40	€12.10
1:40 to 4:40	€16.50
1:40 to 5:40	€22.00
1:40 to 6pm	€25
2:40 to 3:40	€6.60
2:40 to 4:40	€12.10
2:40 to 5:40	€16.50
2:40 to 6pm	€19



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Contact Info & Communication with our team

Rachele is the Coordinator at Club Spraoi Gaelscoil Mhainistir Na Corann. You can contact Rachele by email at gsmnc@clubspraoi.ie at any time, or by phone at 083-4145118 between the hours of 1 pm and 6pm (from when we open on the 20th February). Please use this number only if you need to contact us urgently, as Rachele's primary responsibility during our opening hours is to ensure the safety of all of the children in our care. For this reason, it is preferable for parents to email us with queries and by all means to schedule a phone call or meeting with Rachele for a time that she will be able to afford more time to speak with you. Rachele will be your point of contact for any issues, questions or concerns you may have relating to your child's attendance.

Good communication between us and our families is very important to us and we would urge you to make contact if there is anything that you would like to discuss with us about your child or likewise if you would like an update or any feedback from us.


Once you have registered with us, you will receive further information which you will need to be aware of in advance of your child attending Club Spraoi, including drop off and collection details.

Tá súil againn go léir a fheiceáil go luath !!



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