



September 2025

Dear Parents,

I hope you and your families are keeping well and that you all had a wonderful Summer. Please find below information regarding your child starting / returning to Kathy b's from when we reopen next week on Thursday 28th August

1. Class Times:

Class starts back Thursday 28th August 1 hour only as follows:

Morning Montessori / ECCE: 8.30 am – 9.30 am (no lunch required)

Afternoon Montessori / ECCE: 10.40 am – 11.40 am (no lunch required)

Please note there is no breakfast club for our full time children until Monday 1st September.

Friday 29th August 2 hours only as follows:

Morning Montessori / ECCE: 8.30 am – 10.30 am (lunch required)

Afternoon Montessori / ECCE: 10.40 am – 12.40 pm (lunch required)

Then from Monday 1st September classes resume normal hours as follows:

Morning Montessori / ECCE: 8.30 am – 11.30 am (lunch required everyday)

Afternoon Montessori / ECCE: 11.40 am – 14.40 pm (lunch required everyday)

Full Time Children: 8 am – 5 pm, with breakfast served until 8.20 am

Breakfast club for After School Children: 8 am – 8.50 am – Breakfast club and school drop off.

After School Club: 1.30 pm / 2.30 pm – 5.30 pm. **Please note our new After School closing time of 5.30 pm** which was shared with parents before we closed up for the Summer.

2. Arriving & departing from Kathy b's:

For all Sessional Montessori children (ECCE and non-ECCE) - When you arrive with your child, please line up outside the gate along the side wall at the green arrows. Our teachers will come out, open the gate and bring the children into the front garden and they will line up in the garden and wave goodbye. If a child does not settle, we will ring you and advise you to collect them early if we think it is necessary. We usually give a child 15-30 minutes to settle and we will have lots of toys out to distract them.

When collecting your child please line up at the side wall at the green arrows. One of our teachers will bring the class out to the front garden where they will line up again. Our teachers will hand your child over to you at the gate. Please be patient if we are a few minutes late bringing in or out your child's class and please do not call your child as this can cause confusion to your child, all children need to wait to be called by their teacher and then handed over to their parent / guardian at the gate.

Please try to be on time dropping off and collecting your child.

Children arriving late in the morning will have to wait until 9 am to be admitted when our teachers return from school drop off to St. Kilian's N.S. Our teachers will not leave their class unattended to answer the front door to children arriving late.



3. After School Children

If you haven't already done so, please confirm by email what date your After School child will be returning to Kathy b's. Breakfast Club for After School children will commence on Thursday 28th August and all After School children will be collected on this day at 12 pm if they are due in and I have been notified that this is their start back date.

Junior Infants – please note we cannot collect Junior Infants at their earlier finish times. Your child is welcome to be dropped to Kathy b's at 1.30 pm on these days but please book them in with me by email so we will know to expect them and can include them in our list for dinner and any activities planned.

We can facilitate all 1.30 pm and 2.30 pm collections even if your child will be going to the later collection time of 2.30 pm, please again email me in advance so your child is on our collection list.

4. Little Vista:

You will receive an invitation to join the Little Vista family. Please follow the instructions to get this app set up on your phone. You will receive regular information from your child's teacher regarding lessons, attendance, meals, nappies, daily activities, photos, etc. You can also contact your child's teacher directly using Little Vista. It is a really handy app so I would encourage everyone to set it up on their phone once you receive the invitation.

5. Forms:

You will receive several Consent forms on LV which you will need to read, digitally sign and approve for your child's file and for Inspection purposes. You will also receive our Parent's Handbook (Policies & Procedures) which you will need to read and then digitally sign a form on LV to say you have read and understood all our P&P's. If you have any questions at all regarding our P&P or any areas you need clarified please message me on LV.

6. What does your child need to bring to school every day?

- a. A small lunch with a drink in a labelled school bag. A sandwich / cracker with a piece of fruit is plenty. No nuts in any form allowed. All leftover food and rubbish will go home in your child's lunch box daily.
- b. Children who are not yet toilet trained should have nappies, baby wipes and nappy bags in their school bag. Full time children will have their own labelled box and these will be stored in it. Their teacher will let you know on LV when their supplies are running low.
- c. Children are not permitted to bring in any books, toys, games, etc. from home. We have a huge supply of toys, equipment, books, etc. in Kathy b's.

7. Food:

We provide breakfast (8 am – 8.20 am) daily for full time Montessori children and After School children who attend for breakfast club.

Morning snack (that the children bring with them) is from 10.30 am – 11 am daily

Dinner for full time children is served at 1.30 pm every day.



Afternoon snack for full time children is served at 4 pm (we provide this)

Our afternoon Sessional classes usually have their lunch around 2 pm.

Dinner is served at 4 pm for After School children after they have completed their sports / activities.

Moon and Spoon provide our hot meals and have done since we opened in 2008. Their food is nutritious and delicious and you can find out more information about their meals and find some of their recipes at <https://moonandspoon.com/>

Please note we cannot provide meal alternatives. If you child has any food allergies or is a fussy-eater please speak to their teacher to let them know and send in specific meals for your child or additional lunch in their lunch box.

8. Label everything!

Please ensure all your child's belongings are clearly labelled including bags, hoodies, scarves, hats, coats, gloves, lunch, school bags, bottles, etc. Any unlabelled belongings left behind are disposed of at the end of each week. Clearly labelled belongings will ensure that this does not happen and that they do not get mixed up with another child's belongings.

After School Children: - please ensure every part of your child's school uniform is clearly labelled. Please check your child's belongings when you collect them. Every year we have to recycle many school ties, jumpers, coats, etc. that are not labelled.

Also, if possible, please include your child's daily change in their school bag, if this is not possible, please only leave 1 uniform change bag per family in Kathy b's, this bag should be dropped in with your child at breakfast club or if they don't attend for breakfast club at 9 am when our teachers are returning from school drop off. Please do not drop in any change bags for your child during the day as we cannot leave children unattended to answer the door.

Please note we cannot take in any car seats, scooters, bikes, overnight bags, etc. for any children.

9. Parking:

Parent's driving their children to Kathy b's, please park in the shopping centre car park across the road. **No parking is permitted outside Kathy b's or along the roads adjacent to Kathy b's.**

10. Toilet Training:

We do not toilet train or assist toilet training in Kathy b's. If you are thinking about toilet training your child, please ensure to do this during one of the longer holidays such as Summer / Easter so that when your child returns to Kathy b's they are fully toilet trained and can independently use the toilet including wiping and cleaning themselves. Please let your child's teacher know if you are thinking of toilet training them.



11. Fees:

Fees are due monthly in advance on 1st of every month. Fees are calculated over the 38 weeks we open and divided evenly over 10 months (Sep – June) therefore fees are the same every month regardless of the number of days / weeks we are open in a month. Fees are due whether your child attends or not. Late / Non-payment of fees may result in your child losing their place at the Manager's discretion. I will be in touch with all fee-paying families over the next few days with details of their fees for Sep 2025.

12. Deposits

Deposits paid will be refunded 4 weeks after each child starts in September and attends for 4 weeks. The same applies for children starting at a later date, deposits will be refunded 4 weeks after their starting date and once they have attended for 4 weeks.

13. NCS Subsidy

Please ensure you set up and approved your child's NCS subsidised hours.

Full fees will apply if you have not set up your child's NCS Subsidy, send me a screenshot of your child's CHICK number and award and then approved their subsidised hours. You can apply for the NCS subsidy at <https://www.ncs.gov.ie/en/>

It is also each parent's responsibility to keep an eye on their child's subsidy end date, a lot of these subsidies run out during the school year, so you will need to reapply for your child's NCS subsidy in plenty of time and send me a screen shot of it. Full fees will again apply where a child's subsidy has ended and parents have not sent me details of their new subsidy.

Please note you can only claim NCS subsidised hours for the hours your child attends. Most children are awarded 45 hours but if your child attends for example only 15 hours p/w (2.30 pm – 5.30 pm After School or 8.30 am – 11.30 am Montessori every day), then you can only claim 15 hours.

We are looking forward to welcoming you all to Kathy B's next week.

If you have any questions in the meantime, please let me know.

If you no longer require your child's place please let me know asap as we have a long waiting list for places.

Kind Regards,

Katherine