



IMPORTANT CHANGES TO OUR BOOKING SERVICE COMMENCING JANUARY 2022:

In line with the government guidelines and the introduction later in 2022 of subsidised childcare for all families, our booking service is moving to fortnightly bookings.

How it works:-

You are now required to book your children in every two weeks in advance. Forms will open on a Tuesday (two weeks prior to the booking) and will not close until the Friday before the first week the childcare commences.

You will still be required to fill in a Booking Form per week per child and both forms will open and close on the same day.

We are no longer providing a Late Booking facility due to these guidelines. We can accept Late Bookings in a emergency situation and a fee of €10.00 will be applicable. If you wish to make a Late Booking, you must contact our office on 087 272 4881 via text with your Parent ID and email address and one of our Admin Staff will email you a link to book in. Please note, you can only obtain this link during office hours.

How to book:

- **Please fill in the form below, one form per child is required.**
- **Please ensure you have your Parent ID to complete the form below.**
- **Please download and read the PDF below before you book your child or children into our services**
- **[Important Information for Parent & Carers \(PDF\)](#)**
- **[Department of Health Covid Guidelines Update 220921](#)**
- **[Parents Letter Antigen testing](#)**

Billing:

- **Invoices will be issued via email within a week of making your booking . There are a number of options for making a payment which are as follows:-**
- **BACS.**
- **Online Card Payment.**



- Card payment over the phone (Please note we do not hold any card details).

Answers to IT queries:

- If the Form does not load, please refresh your page by pressing F5 on your keyboard.
- Please ensure you allow enough time for the form to be submitted, this will depend on the speed of your internet connection.
- Please ensure you have good broadband coverage when submitting the form.
- If the confirmation page does not load after submitting form, your booking was not successful.
- Please check your Spam/Junk Folder for your confirmation email if not received into your Inbox.
- You can use any device to book in, if using a an ios, please book through Chrome not Safari.

FOR FURTHER INFORMATION, PLEASE CONTACT OUR ADMIN TEAM ON 087 272 4881 OR EMAIL US AT LROS.WICKLOW@GMAIL.COM

ADMIN OFFICE LOCATION:

UNIT 39, THE VILLAGE MILL ENTERPRISE PARK, RATHNEW, CO. WICKLOW, A67 VE22

TEL: 087 272 4881

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