



**An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige**  
Department of Children, Equality,  
Disability, Integration and Youth

**Department of Children, Equality, Disability, Integration  
and Youth**

# **Rules**

**for the**

# **Community Childcare Subvention Plus (CCSP) Saver Programme**

**Version 2**

**October 2023**

**Valid for the 2023/2024 Programme Year**

**Please note that information contained in these Rules is subject to change**

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## GLOSSARY OF TERMS

**“Approved provider”** means a Tusla registered provider of an Early Learning and Care Service (ELC) or a combined ELC and School Age Childcare (SAC) Service in accordance with the CCSP Saver Programme who has entered into the CCSP Saver Programme Funding Agreement with the Minister.

**“CCC”** means the City/County Childcare Committee. The CCC’s are funded by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) to act as the local agent in the delivery of ELC and SAC.

**“CCSP Saver”** for the purposes of the 2023/2024 programme year, means a person who is eligible and was in attendance and retained a registration under the CCSP Saver Programme 2022/2023 and who did not leave the CCSP Saver Programme to register for NCS.

**“Childminder”** is someone who is registered with Tusla as a childminder under the Child Care Act 1991.

**“Department”** means the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

**“Early Years Service”** as defined in the [Child and Family Agency Act 2013](#), means a service providing a preschool service and/or a school age service.

**“Early Start”** is a one-year preventative intervention scheme offered in selected schools in designated disadvantaged areas. The objective of the preschool programme is to tackle educational disadvantage by targeting children who are at risk of not reaching their potential within the school system. The programme is managed, funded and evaluated by the Department of Education.

**“Early Years Platform (EYP)”** is the system that hosts all DCEDIY childcare schemes allowing approved providers to manage the administration of their facility or facilities, including organisation details, funding agreements, registrations and funding related to all DCEDIY childcare funding programmes. It contains the NCS applicant portal and the approved provider portal titled “EY HIVE” and enables core funding and capital programmes applications. The platform can also be used to submit queries and receive responses and information from the Early Years Provider Centre.

**“Fee”** means the sum of money that an approved provider charges a parent/guardian for childcare services before the discount of any subsidy. The fee must be agreed between the parent/guardian and the approved provider before the parent/guardian signs off on the Parent Statement and Applicant Declaration Form.

**“Minister”** means the Minister for Children, Equality, Disability, Integration and Youth.

**“NCS”** means the National Childcare Scheme.

**“On-boarding process”** involves the Scheme Administrator gathering and approving details of the approved providers’ legal structure and approving the Primary Authorised User (PAU).

**“Partner Service”** means an Early Learning and Care (ELC) and/or School Age Childcare (SAC) service who has entered into the Core Funding Partner Service Funding Agreement with the Minister and is registered with Tusla, the Child and Family Agency as a prescribed early years’ service or school age

childcare service. A Partner Service who provides both ELC and SAC must have a valid Tusla registration for both Service Types.

**“Preschool Service”** means any preschool, play group, day nursery, crèche, daycare or other similar service which caters for preschool children.

**“Primary Authorised User”** means a person nominated by an approved provider to manage all interaction between the Scheme Administrator and an approved provider. This person also has the authority to sign contracts on behalf of their organisation.

**“Programme Year”** covers the period of the 2023/2024 CCSP Saver Programme. The programme commences 14<sup>th</sup> August 2023 and runs until 9<sup>th</sup> August 2024.

**“Registration”** means the point at which the approved provider adds a child to the CCSP Saver Programme (via the EY HIVE).

**“Scheme Administrator”** means the organisation appointed to administer the CCSP Saver Programme. The Minister has appointed Pobal as the Scheme Administrator.

**“Service”** means a Tusla registered Early Learning and Care (ELC) and/or School Aged Childcare (SAC) service or combined ELC and SAC service which is registered with Tusla on the register of approved providers maintained by Tusla under section 58C of the Child Care Act 1991.

**“Subsidy”** means the weekly amount paid by the Scheme Administrator to an approved provider on behalf of a successful applicant as financial support for childcare services for a child.

**“School Age Service (SAC)”** means a service which caters for children under the age of 15 years enrolled in a school providing primary or post primary education and provides a range of activities that are developmental, educational and recreational in manner and which take place outside of school hours, but excludes those services solely providing activities relating to —

- i. The Arts,
- ii. Youth work,
- iii. Competitive or recreational sport,
- iv. Tuition,
- v. Religious teaching.

Please note that if a service solely provides support for the provision of homework, this type of service is not deemed as providing childcare and currently does not need to be Tusla registered.

**“Summer Camp”** refers to summer/holiday camps providing childcare services and are considered an early years/school age childcare service and must be Tusla registered.

**“Tusla”** refers to the Child and Family Agency.

**“Working Day”** means a day which is not a Saturday, Sunday or public holiday.

## Introduction

The CCSP Saver Programme provides support for eligible parents/guardians on a low income to avail of reduced childcare costs at participating childcare services during the 2023/2024 programme year.

The CCSP Saver Programme will continue for the 2023/2024 programme year which runs from the 14<sup>th</sup> August 2023 to 9<sup>th</sup> August 2024.

This document sets out the rules governing the CCSP Saver Programme and should be read in conjunction with a suite of 'How to Guides' available on the EY HIVE which provide information on the operation of the CCSP Saver Programme.

Pobal administer the 2023/2024 CCSP Saver Programme on the EY HIVE on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

Any queries in relation to the CCSP Saver Programme and the rules of the programme should be directed to the local City/County Childcare Committee (CCC). Please see the EY HIVE Homepage on <https://earlyyearshive.ncs.gov.ie/> or <https://myccc.ie/> for CCC contact details. The CCC's are funded by the DCEDIY and act as local agents in the administration of aspects of national early education and childcare programmes.

Approved providers can raise a service request through the EY HIVE at <https://earlyyearshive.ncs.gov.ie/>. For assistance in administering the rules of the programmes, payments queries or any technical issues with the EY HIVE, approved providers can contact the Early Year Providers Centre on [eypc@pobal.ie](mailto:eypc@pobal.ie) or 01 511 7222.

**Note: Information in these DCEDIY Rules for CCSP Saver Programme are subject to change. Please check the EY HIVE regularly for updates.**

## Chapter 1 Overview of CCSP Saver Programme

The CCSP Saver Programme commences on 14<sup>th</sup> August 2023 and runs until 9<sup>th</sup> August 2024. This is referred to as the Programme Year.

The CCSP Saver Programme provides support for parents/guardians on a low income to avail of reduced childcare costs only at participating services. A list of these services is available through the relevant local CCC ([www.myccc.ie](http://www.myccc.ie)).

Services may cater for infant, preschool and afterschool places. They may also incorporate a breakfast club. Some services may be stand-alone services and cater for just one type of service e.g. afterschool.

The DCEDIY pays a portion of the childcare costs for eligible children (a payment described in this document as a subvention payment) with the parent/guardian paying the remainder.

The eligibility of the parent/guardian is determined by their status with the Department of Social Protection (DSP) and is set out on **Table 1** of this document.

“CCSP Saver” for the purposes of the 2023/2024 programme year, means a person who is eligible and was in attendance and retained a registration under the CCSP Saver Programme 2022/2023 and who did not leave the CCSP Saver Programme to register for NCS.

Parents/Guardians with Saver registrations will be assessed for eligibility once they have a registration on the EY HIVE for the 2023/2024 programme year. Please refer to Chapter 2 for further information.

The approved provider/childminder submits an application for the CCSP Saver Programme on behalf of the parent/guardian to the Scheme Administrator. CCSP Saver Programme subvention is available for a 1 year period/term, i.e. for a maximum of 52 weeks of the year from the commencement of the CCSP Saver Programme.

No new registrations can be made under the CCSP Saver Programme for children who were not previously registered on 12<sup>th</sup> March 2020, which was the final date of eligibility for the CCSP Saver Programme.

### 1.1 Attending More Than One Service

CCSP Saver Programme places can be split between services where the total attendance does not exceed a Full Time Equivalent (FTE) place i.e. 5 days full time.

### 1.2 Types of Places under the CCSP Saver Programme

Approved providers must offer childcare places from one or more of the following session types. A different payment rate is attributed to each type of placement.

- Full daycare places (more than 5 hours per day)
- Part-time places (between 3 hours 31 minutes and 5 hours per day)
- Sessional places (between 2 hours 16 minutes and 3 hours 30 minutes per day)
- Half-session places (between 1 hour and 2 hours 15 minutes per day)

### 1.3 AIM

Access and Inclusion Model (AIM) is a child-centred model, involving 7 levels of progressive support, moving from the universal to the targeted, based on the needs of the child and the preschool service. It offers tailored, practical supports based on need and does not require a formal diagnosis of disability.

In order for a child on the CCSP Saver Programme to access AIM supports, they must be ECCE age eligible. For information on ECCE age eligibility please see the Department website: [www.gov.ie](http://www.gov.ie).

For more detailed information on AIM, please refer to the dedicated AIM webpages 'For Parents', 'For Providers', 'News', and 'Frequently Asked Questions' and 'Key Documents and Resources' on [www.aim.gov.ie](http://www.aim.gov.ie). Your local CCC ([www.myccc.ie](http://www.myccc.ie)) will also be able to provide further information and guidance.

## Chapter 2 Savers

A CCSP Saver, for the purposes of the 2023/2024 programme year, means a person who is eligible and was in attendance and retained a registration under the CCSP Saver Programme 2022/2023 and who did not leave the CCSP Saver Programme to register for NCS.

If a child ages out of the CCSP Saver Programme i.e. turns 15 years of age, the parent will no longer be eligible for reduced childcare costs for this child under this programme.

No new registrations can be made under the CCSP Saver Programme for children who have not been previously registered on the CCSP 2019/2020 programme year.

The approved childcare funding is paid directly to the approved provider and must be deducted directly from the approved provider's fee for the service provision.

### 2.1 Eligibility for Saver Status for a CCSP Saver

The beneficiaries who remain eligible for the 2023/2024 programme year, subject to the following conditions set out hereunder, can choose to avail of subsidised childcare on the CCSP Saver Programme for the 2023/2024 programme year i.e. 14th August 2023 to 9th August 2024.

An eligible child must be:

1. Under the age of 15 years and;
2. Who was registered on the CCSP Saver Programme for the 2022/2023 programme year, and was in attendance and retained a registration for the duration of the service providers' calendar;
3. In attendance at a Tusla registered service within 4 weeks of the service opening for the 2023/2024 programme year;
4. Registered by an approved provider on the EY HIVE under the CCSP Saver Programme Funding Agreement 2023/2024, and;
5. In attendance in a service (as per no. 3 above) in accordance with the session type and pattern of attendance that the child has been registered for the CCSP Saver Programme on the EY HIVE.

When a registration is submitted on the EY HIVE for the 2023/2024 programme year, a check will be carried out on the parent's/guardian's eligibility status, via the Department of Social Protection (DSP) and Health Service Executive (HSE) database (for Medical Card holders and GP Visit Cards for children aged 6+).

### 2.2 Saver Voluntarily Leaves a Service

If a parent wants to move their child to a different service, in order to retain the Saver Status on the CCSP Saver Programme, there cannot be a gap in funding when moving from an approved provider to another approved provider. If a parent/guardian removes their child voluntarily, they have the 4 week notice period (notice in lieu) to take up a CCSP Saver Programme childcare place in another service to retain their Saver Status.

## **2.3 Saver Involuntarily Leaves a Service**

In circumstances where the child has to involuntarily leave a service e.g. closure of a service, they have up until the end of a 14 week continuous period to take up a CCSP Saver Programme childcare place/be in attendance in a registered service to retain their Saver Status. The child must be in attendance in a service by the end of the 14th week. The 14 week period begins immediately after the last week the child attended.

If a child is not in attendance in a service within the time periods outlined above they will no longer be deemed a “Saver” and therefore will not be able to remain on the CCSP Saver Programme and should apply for childcare funding through NCS.

## **2.4 Eligible Saver Transfers from CCSP Saver Programme to ECCE**

Where a child who was an eligible Saver and was in attendance and retained a registration under the CCSP Saver Programme 2021/2022 or 2022/2023 left the CCSP Saver Programme to enrol in the ECCE Programme, they can retain their Saver Status for the 2023/2024 programme year.

## **2.5 Services Not Operating During Summer Months (Non-Term Time)**

Children who are registered in services who operate over 37 calendar weeks etc., and are therefore not in attendance during non-term time over the summer, will be able to retain their Saver Status providing:

- i. they attend their chosen Tusla registered service within 4 weeks of the service opening for the 2023/2024 programme year;  
and
- ii. they meet the criteria of an eligible Saver.

### **2.5.1 Services Not Offering the CCSP Saver Programme During the Summer Months (Non-Term Time)**

In cases where a CCSP Saver is registered with an approved provider who does not provide the CCSP Saver Programme during the summer months, the Saver will be able to retain their status going into the next programme year. Therefore, Savers registered for 2022/2023 will be able to retain their status until the 2023/2024 programme year subject to rule 2.5(i) and 2.5(ii) above.

### **2.5.2 Saver Children Not Availing of the CCSP Saver Programme During the Summer Months (Non-Term Time)**

CCSP Saver children who do not avail of the CCSP Saver Programme over the summer months, i.e. 14 weeks during non-term time, will be permitted to retain their Saver Status until the 2023/2024 programme year begins subject to the normal conditions as set out above.

## Chapter 3 Eligibility for the CCSP Saver Programme

### 3.1 Eligibility

A child must be under 15 years of age to be eligible for the CCSP Saver Programme. CCSP Saver Programme subvention is available for up to 52 weeks of the programme year for eligible Saver children subject to the conditions in Chapter 2. The band rates and subvention table for the CCSP Saver Programme can be found on Table 1 in this document.

### 3.2 Required Documents/Information

The eligibility of the applying parent/guardian is determined by their status with the Department of Social Protection (DSP) within 1 month prior to the child start date on the CCSP Saver Programme.

The level of the subvention is determined primarily by the parent's/guardian's DSP status and also by the level of childcare required. The eligibility criteria and subsequent childcare and subvention options are also set out in Table 1. Please note that this list is not exhaustive.

In order to confirm eligibility, the date of birth and PPSN of both the child and the parent/guardian is required. The PPSN of the parent/guardian is reviewed by the DSP and the PPSNs of the parent/guardian/child are assessed by the HSE to determine and verify eligibility to subvention.

For medical card holders, a verification check will be carried out via the HSE database prior to the child start date on the CCSP Saver Programme. **In the event of a failed retrieval of the medical card information for the parent/guardian or child in the childcare start week, further evidence must be provided by the parent/guardian.** The family's GP may be in a position to provide the information required to approve in this event. A "Medical Card Verification Form" is available on the EY HIVE.

#### 3.2.1 Pre-Registration Form

The Pre-Registration Form must be given to all parents/guardians whose child/children will be in attendance in the ELC and/or SAC service. The information is used by the approved provider to register the details on the EY HIVE and the parent/guardian signs this form to consent to the DCEDIY, the Scheme Administrator, as well as the DSP and the DOE, to use this information to verify that the child/children are eligible, to calculate funding, and for statistical purposes.

##### 3.2.1.1 Eircode Requirement

The Eircode is mandatory when the "CCSP Saver Programme Pre-Registration Form" is being completed by the parent/guardian. Approved providers will be unable to make a registration without the Eircode.

Where an Eircode is unavailable for a property, approved providers should save the registration as a draft and raise a request on the EY HIVE quoting its registration identifier code.

### **3.2.1.2 Ethnicity Identifiers**

While it is not mandatory for parents/guardians to provide data on ethnic or cultural backgrounds, the information may be useful for the purposes of allocating appropriate resources in schools to meet the individual needs of the children from these communities and to comply with a number of international reporting requirements for children from these countries. However, this information is also required for statistical analysis and in order to underpin future policy and planning within DCEDIY.

**If the parent/guardian does not consent, these two data fields (ethnic/cultural backgrounds) may not be recorded by the approved provider on the EY HIVE.**

Once the information is submitted on the EY HIVE, the parent will be required to sign an Applicant Declaration Form.

**Table 1 CCSP Saver Programme Band Eligibility**

Level of service	Band A (with medical card)	Band AJ (with medical card)	Band B	Band D
	<ul style="list-style-type: none"> <li>One Parent Family Payment</li> <li>Widow's/Widower's Pension Farm Assist/Fish Assist</li> <li>State Pension (Contributory/Non-contributory)</li> <li>Blind Pension</li> <li>Guardian's Payment (Contributory/Non-contributory)</li> <li>Illness/Injury Benefit</li> <li>Disability Allowance</li> <li>Carer's Benefit/Allowance</li> <li>Back to Work Enterprise/Education Allowance</li> <li>Community Employment/Rural Social Scheme</li> <li>Domiciliary Care Allowance</li> <li>Working Family Payment (Formerly known as FIS)</li> <li>Secondary School students</li> <li>Invalidity Pension</li> <li>Disablement Pension</li> <li>TÚS</li> <li>Part-Time Job Incentive Scheme Gateway</li> <li>Gateway</li> <li>Partial Capacity Benefit</li> </ul>	<ul style="list-style-type: none"> <li>Job Seekers Benefit/ Allowance*</li> <li>Supplementary Welfare Allowance*</li> <li>Job Seekers Transitional Payment</li> <li>JobPath</li> <li>Short term Enterprise Allowance</li> </ul>	<ul style="list-style-type: none"> <li>Medical Card</li> <li>Parents/guardians who are in receipt of DSP payments listed under Band A/AJ, but have no medical card</li> </ul>	<ul style="list-style-type: none"> <li>GP Visit Card*** (6yrs+ only)</li> <li>Parents/guardians who no longer qualify for Band A/AJ this year, but who were verified as being on Band A/AJ at the end of the previous school year</li> </ul>
<b>Full-day payment (5 hrs +)</b>	€145	€80	€70	€50
<b>Part-time payment (3:31 – 5:00)</b>	€80	€80	€35	€25
<b>Sessional payment (2:16 – 3:30)</b>	€45	€45	€25	€17
<b>Half-session payment (1:00 – 2:15)</b>	€22.50	€22.50	€12.50	€8.50

## Note on Table 1:

### \*Jobseekers' Allowance/Benefit:

Parents/Guardians who qualify for Band AJ (with a medical card) qualify for subvented childcare to a maximum of €80 subvention for full daycare per week. (For the first and second day the subvention is based on the same daily rate as Band A). This cap applies where a child attends from 3 full days to 5 full days per week.

Parents/Guardians in receipt of Jobseekers' Benefit/Allowance (JB/JA) and do **not** have a medical card qualify for subvented childcare under Band B.

'JobPath' is a DSP initiative for JA and JB recipients.

### \*\* Supplementary Welfare Allowance Scheme

Parent/Guardian receiving basic payments under the Supplementary Welfare Allowance Scheme, and awaiting a decision on a claim may appeal the Band AJ awarded if the claim is successful.

### \*\*\* GP Visit Card is 6yrs+ only

The universal GP Visit Card for children under 6 years of age is not eligible for the CCSP Saver Programme.

**Please note:** No Band is automatically applied to those parents/guardians on **Maternity Benefit**, partaking in a **Springboard course** and/or on the Youth Employment Support Scheme (YESS) or in receipt of the ETB/SOLAS Training Allowance. The appropriate band will be decided based on the allowance received immediately prior to the course/programme/training/benefit. A "CCSP Saver Programme Verification Form" (available on the EY HIVE) must be completed by the local Intreo Office and attached to the registration for the Scheme Administrator to review.

## Chapter 4 Obligations of an Approved Provider

### 4.1 Obligations of an Approved Provider

There is an obligation on those in receipt of public funding to adhere strictly to all the rules contained in this entire document as set out by the Minister. The approved provider must demonstrate tax compliance by providing their tax reference number, together with their tax clearance access number. By supplying these numbers, the approved provider acknowledges and agrees that the Scheme Administrator and/or the Minister has the permission of the approved provider to verify its tax cleared position online.

The approved provider must be aware of and comply with all relevant legal and regulatory obligations.

Failure to comply with any of these rules or terms of the CCSP Saver Programme Funding Agreement may result in the suspension of CCSP Saver Programme funding and/or DCEDIY funding or part thereof may be withdrawn and/or a termination of the CCSP Saver Programme Funding Agreement.

An approved provider who provides an ELC service must meet the early learning and care principles and standards of Aistear and Siolta to support the learning and development of all children from birth to 6 years through the provision of an appropriate curriculum.

The approved provider must take all measures to safeguard the Health, Safety and Welfare of the children attending the ELC Service and to comply with the “The Child Care Act 1991; Child Care Act 1991 (Early Years Services) Regulations 2016 (as amended); and the Child Care Act 1991 (Early Years Services) (Registrations of School Age Services) Regulations 2018 (as amended).”

### 4.2 Tusla Registration

An approved provider must be registered with Tusla to receive funding from DCEDIY. Tusla registered services who provide both an ELC and an SAC service must be registered with Tusla for both services.

All facilities/locations operated by an approved provider must be registered with Tusla, have an individual Service Reference Number and children must attend the facility/location in which they are registered. Proof of Tusla registration must be available on the premises for inspection if required.

Approved providers must be registered with Tusla for the places being provided, e.g. approved providers cannot be funded for part-time places when registered with Tusla as a sessional service.

- Full daycare places (more than 5 hours per day)
- Part-time places (between 3 hours 31 minutes and 5 hours per day)
- Sessional places (between 2 hours 16 minutes and 3 hours 30 minutes per day)
- Half-session places (between 1 hour and 2 hours 15 minutes per day)

It is compulsory for all approved providers providing childcare to register with Tusla. Full details on how to register can be found on the Tusla website [www.tusla.ie](http://www.tusla.ie) or alternatively you can contact your local CCC ([myccc.ie](http://myccc.ie)).

If at any time during the programme year an approved provider's Tusla registration expires and the registration is not renewed, funding will be put on hold until it is updated.

Where an approved provider offers an additional service beyond their CCSP Saver Programme calendar in the same premises, a change in circumstances application should be submitted to Tusla to advise of the extended service provision, i.e. change in the number of weeks' service offered and hours of operation.

#### **4.2.1 Childminders**

To be registered with Tusla, a childminder must comply with the requirements for childminders as outlined in the [Child Care Regulations \(The Child Care Act 1991 \(Early Years Services\)\(Amendments\)\) Regulations 2016](#) and the [Childcare Act 1991 \(Registration of School Age Services\) Regulations 2018 \(as amended\)](#). For further information on the regulatory requirements for childminders please see the [Quality and Regulatory Framework](#) for Childminders (QRF) on the Tusla website.

#### **4.3 Tusla De-Registration**

As the Independent Regulator, Tusla's role is to monitor the safety and quality of care and support of children in Early Years and School Age childcare provision to ensure compliance with regulations. Where there are consistent and serious breaches, Tusla may take action up to and including prosecution and removal of an approved provider from the register of Early Years Services and School Age Services.

In circumstances where an approved provider is no longer on the Tusla register, or where Tusla issue an approved provider with a notice of removal from the register, a parent/guardian is entitled to remove their child from the service and re-register the child in a new service. The parent/guardian can re-register their child during the Tusla de-registration notice period without being required to serve the normal 4 week notice period as per the Rules for Attendance in Chapter 9. When the Department is notified by Tusla that an approved provider has been de-registered, funding will cease with effect from the date of de-registration.

Please see Chapter 2.3 Saver Involuntarily Leaves a Service for further information.

#### **4.4 Service Reference Number**

All facilities/locations operated by an approved provider must be registered with Tusla, have an individual Service Reference Number and children must attend the facility/location in which they are registered. An approved provider must log onto the EY HIVE with all the relevant details in order to request a new or additional Service Reference Number.

To get a Service Reference Number, approved providers need to be registered with Tusla and start the on-boarding process on the EY HIVE. For further assistance please contact the Early Years Provider Centre on 01 511 7222, at [eypc@pobal.ie](mailto:eypc@pobal.ie) or you can raise a request on the EY HIVE.

## 4.5 Change of Circumstances for an Approved Provider

In the following circumstances an existing approved provider must request a new Service Reference Number:

- I. In the case of a transfer of ownership of a service, the approved provider must log on to the EY HIVE with all relevant details in order to request a new Service Reference Number.
- II. In the case of a change of legal status of a service, the approved provider must log on to the EY HIVE with all relevant details in order to request a new Service Reference Number.
- III. In the case of a change of address of a service, the approved provider must ensure the new address/premises is registered with Tusla and must then log on to the EY HIVE with all relevant details in order to request a new Service Reference Number.

## 4.6 Service Closure

If an approved provider closes its ELC and Combined SAC and ELC service, or ceases to provide a DCEDIY childcare programme, notice must be submitted in writing immediately to the local CCC and the Data Management Team in Pobal by raising a service request on the EY HIVE and selecting:

- User Account Management
- How to, and
- Closures

In situations where an approved provider closes, the Savers who are in attendance will retain their Saver Status provided they are in attendance with another approved provider within **14 weeks** after the end dating of the Savers' registration on the EY HIVE.

## 4.7 Staff Qualifications

Under the Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2021, all staff working directly with children in a preschool service must hold at least a Level 5 major award in childcare on the [National Framework of Qualifications \(NFQ\)](#), or equivalent as deemed by DCEDIY.

A derogation to the above requirement was in place for the 2022/2023 programme year for those practitioners in possession of a signed Grandfathering Declaration extension.

**Please note that this Grandfathering Declaration extension will formally end on September 1, 2023.**

The DCEDIY has published a list of qualifications that meet the regulatory requirements for working in the childcare sector in Ireland. This list can be found on the DCEDIY webpage:

<https://www.gov.ie/en/service/000073-recognition-of-an-early-years-qualification/>.

If a person does not hold a qualification on the DCEDIY's recognised qualifications list, the individual is required to apply for the recognition of their qualifications at [eyqualifications@equality.gov.ie](mailto:eyqualifications@equality.gov.ie). For further information on requirements and the application process please refer to the DCEDIY webpage: <https://www.gov.ie/en/service/000073-recognition-of-an-early-years-qualification/>.

Due to GDPR, applications must be made by the individual themselves as the Department cannot accept applications and/or queries from third parties such as employers.

Applicants who start employment without qualification recognition are in breach of the Regulations.

## **4.8 Contact Information**

An approved provider must provide an email address to be used for communications in relation to the service and the Department reserves the right to communicate important information, including information relating to payments, electronically.

A postal address must also be provided. Where the place of residence is different to the facility address, both addresses must be provided (this does not apply to a limited company).

A contact telephone number, at which the PAU/approved provider can be contacted during work hours, must also be provided.

The approved provider must have access to facilities that enable them to conduct business online, have an EY HIVE user account, and have onboarded to the EY HIVE with an active NCS Programme application in order to participate in the CCSP Saver Programme. The approved provider must administer the CCSP Saver Programme via the EY HIVE. The approved provider should access the EY HIVE website ([EarlyYearsHive.ncs.gov.ie](https://EarlyYearsHive.ncs.gov.ie)) on a regular basis to remain up-to-date with all CCSP Saver Programme requirements and developments.

## **4.9 Funding Agreement**

The approved provider must have a Funding Agreement in place with the Department 2 weeks before the approved provider commences the CCSP Saver Programme. A date later than the commencement of the start of the programme year on 14<sup>th</sup> August 2023 may be permitted where the Minister deems it appropriate.

## **4.10 Registration of a Fee Table and Service Calendar**

The approved provider must upload a service calendar to the EY HIVE a minimum of 2 weeks prior to the service opening for the new programme year. The approved provider must upload a fee table to the EY HIVE prior to the beginning of the new programme year.

The fee table must demonstrate that the weekly appropriate reductions in childcare fees for qualifying parents/guardians will be applied. This fee table will be subject to review by the relevant CCC. For more information, please refer to Chapters 5 and 6 of this document and the 'How to Guides' on the EY HIVE.



## Chapter 5 Fee Table

### 5.1 Fee Table Requirement

Approved providers must complete a fee table at the beginning of each programme year. An approved provider's fee table must show details of all the fees charged to parents/guardians, CCSP Saver Programme fees must be reflected on a weekly basis over the CCSP Saver Programme year, as well as details of any additional charges, discounts, voluntary donations etc. applied by the approved provider.

Services opening later than the 14<sup>th</sup> August 2023 must have their fee table on the EY HIVE a minimum of 2 weeks prior to their opening for the 2023/2024 programme year.

**For the 2023/2024 programme year uploading of an approved provider's CCSP Saver Programme fee table onto the EY HIVE will not be required in order to activate a Funding Agreement. However, a fee table will be required prior to the new programme year beginning i.e. 14<sup>th</sup> August 2023.**

**If an approved provider does not collect any deposits, offer discounts, or optional extras, this must be stated on the fee table.**

### 5.2 Parent Statement

Parents/Guardians **must** sign and date, the Parent Statement, to indicate that they understand the fees that the approved provider will apply.

The fee table is subject to review by the Department/Scheme Administrator/local CCC.

The Parent Statement must be returned to the approved provider by the parent/guardian within 4 weeks of the eligible child taking up a CCSP Saver Programme place for the 2023/2024 programme year.

The Parent Statement will take the place of the CCSP Saver Programme Services Fees Information Letter and will only be required to be signed once by a family.

An updated Parent Statement is required when there is a change to the base fee, a copy must be given to the parent/guardian, but a signature is not required. An email to the parent/guardian is acceptable.

Where there is a change to a parent's/guardian's hours or days, there will be no need to issue or sign a revised Parent Statement.

Service providers must keep copies of the Parent Statement and the Applicant Declaration Forms for compliance purposes on site, in order to be available for inspection. Further guidance is available on the Early Years HIVE.

## 5.3 CCSP Saver Programme Deposits

An approved provider must give an accurate description, the total cost and frequency with which they may occur, of any deposit requested on its' fee table.

### 5.3.1 Maximum CCSP Saver Programme Deposit

An approved provider may charge a refundable booking deposit to hold a CCSP Saver Programme place for a child. The maximum deposit a provider may charge is equivalent to 2 weeks' CCSP Saver Programme payment. This must appear on the fee table.

### 5.3.2 Return of CCSP Saver Programme Deposit

The totality of the DCEDIY subvention held on deposit must be refunded to the parent/guardian once the child's registration is approved on the EY HIVE. There is no exception to this rule. When and how the balance of the deposit is returned to the parent/guardian is a matter for the approved provider, however it is recommended that this timeframe is agreed initially between both parties i.e. **before** monies are exchanged.

*For example: Where an approved provider's weekly fee is €200 and the subvention due is €145, the approved provider may charge a 2 week deposit of €400. Once the registration has been approved the approved provider will refund the amount of €290 to the parent/guardian.*

Failure to comply with any of the CCSP Saver Programme Rules may result in the suspension of CCSP Saver Programme funding and/or DCEDIY funding or part thereof may be withdrawn and/or a termination of the CCSP Saver Programme Funding Agreement.

## 5.4 Voluntary Donations

Parents/guardians should not pay for any other type of donation additional to what is in the service's fee table. There are no voluntary donations permitted for the CCSP Saver Programme.

## 5.5 Requirements for Parents/Guardians Signing a CCSP Saver Programme Parent Statement and an Applicant Declaration Form

Parents/Guardians **must** sign and date, where applicable the Parent Statement, to indicate that they understand the fees that the approved provider will apply. The fee table is subject to review by the Department/Scheme Administrator/local CCC. The Parent Statement must be returned to the approved provider within 4 weeks of the 2023/2024 programme year beginning or within 4 weeks of the eligible child taking up a CCSP Saver Programme place for the 2023/2024 programme year by parents/guardians.

Parent/Guardians must fully complete the CCSP Saver Programme Applicant Declaration Form, and it should be done in conjunction with the CCSP Saver Programme Parent Statement. The information on this form is taken from the registration details uploaded on the EY HIVE by the approved provider. The approved provider's final calculated fee for the parent/guardian, which must be included on this form, is subject to registration approval.

The CCSP Saver Programme Parent Statement and the CCSP Saver Programme Applicant Declaration Form, once signed and dated, must be returned to the approved provider. Approved

providers must keep copies of the Parent Statement and the Applicant Declaration Forms for compliance purposes on site, in order to be available for inspection.

A new Applicant Declaration form must be printed and signed by the parent/guardian and kept on file if there is a change to an approved provider's fee table or the level in childcare service provided.

No other forms will be accepted in lieu of DCEDIY's Parent Statement or the Applicant Declaration form, and one of each form must be filled out per child i.e. there cannot be 2 or more children's names on any individual completed form.

## **5.6 Fee Table Changes**

Any changes to a fee table must first be approved by the CCC's before informing the parents/guardians.

Parents/Guardians must be given 20 working days written notice of any change to the fee table.

Copies of Parent Statements/Applicant Declarations subsequently issued and signed must be retained on file on the premises.

An updated copy of the fee table must be published in an area of the service accessible to parents/guardians, as well as on any online platform maintained by the approved provider for the purpose of advertising its services.

Approved providers must keep their fee table updated to reflect all current fees charged to parents/guardians as well as details of any changes to any other charges or discounts applied by the approved provider, on the EY HIVE at all times.

## **5.7 Document Display Requirement**

A copy of the up-to-date fee table, together with copies of any standard documentation (including Parent Statements) that relate to DCEDIY funded programmes issued to parents/guardians, must be displayed at all times in an area of the service accessible and visible to parents/guardians, as well as being clearly displayed on any online platform maintained by the approved provider which is for the purpose of advertising its services.

As a condition of the CCSP Saver Programme Funding Agreement for the 2023/2024 programme year, approved providers agree to allow the Minister/the Scheme Administrator to publish their fees and Parent Statement online and in any form. The Minister/the Scheme Administrator also reserves the right to publish this data and use the data in aggregate form for the purpose of reporting on fees.

## **5.8 Document Filing Requirement**

Approved providers must have a signed copy of the Parent Statement and an Applicant Declaration on file, in respect of each parent/guardian of a child on the CCSP Saver Programme, showing the fees that have been approved. These fees must match those shown on the fee table.

## **5.9 CCC Checks**

It should be noted that the CCC's will be checking fee tables to ensure that they comply with the terms of the signed Funding Agreement and the rules for the CCSP Saver Programme. In cases of non-compliance approved providers will be given 4 weeks to rectify their fee table. If after this time the fee table has not been updated as per the CCC's direction, the Scheme Administrator will be notified for further follow up, e.g. CCSP Saver Programme funding being put on hold, etc.

Sanctions may be applied if the fee table is found to contravene any rules/the policy of the CCSP Saver Programme.

## **Chapter 6 Service Calendar**

### **6.1 Service Calendar Requirements**

Approved providers must submit a service calendar to the EY HIVE prior to the signing of the Funding Agreement, but no later than 2 weeks before the opening of the 2023/2024 programme year.

The calendar is subject to review by the DCEDIY/the Scheme Administrator/CCC.

Services opening later than the 14<sup>th</sup> August 2023 must have their calendars on the EY HIVE a minimum of 2 weeks prior to their opening for the 2023/2024 programme year.

#### **6.1.1 Calendar for Parents/Guardians**

The approved provider will distribute to parents/guardians a service calendar document indicating the days the service is due to be closed over the CCSP Saver Programme year 2023/2024.

#### **6.1.2 Calendar Minimum Opening Weeks/Days per Programme Year**

Approved providers in contract for the CCSP Saver Programme must be open for a minimum of 37 weeks or (177 days) over the programme year unless otherwise determined by the DCEDIY.

#### **6.1.3 Non Payment for Days Closed**

Approved providers will be funded for the days open i.e. if a service is not open for 5 days in any one week, the service will be paid on a pro-rata basis for that week.

### **6.3 Document Display Requirement**

An up-to-date copy of the service calendar, together with copies of any standard correspondence that relate to DCEDIY childcare funded programmes issued to parents/guardians, must be published in an area of the service accessible and visible to parents/guardians. An up-to-date service calendar must also be published on any online platform maintained by the approved provider for the purpose of advertising its services.

As a condition of the CCSP Saver Programme Funding Agreement for the 2023/2024 programme year, approved providers agree to allow the Minister/Scheme Administrator to publish their calendars online and in any form.

### **6.4 Changes to Service Calendars**

Any changes to a service calendar must first be approved in advance by the CCC's, prior to informing the parents/guardians of CSSP Savers.

Parents/Guardians must be given 20 working days written notice of any change to the approved providers' calendar once the calendar has been approved by the CCC's and copies of such notices must be kept on file.

Where the calendar has been revised, an amended copy of the calendar must be published in an area of the service visible and accessible to parents/guardians, as well as on any online platform maintained by the approved provider for the purpose of advertising its services.

The Department will also accept confirmation of receipt of a revised calendar by the relevant parent/guardian by email or by hard copy, whichever best suits the parent/guardian.

Approved providers must keep copies of all emails for compliance purposes on site and available for inspection.

## **6.5 Payment of 52 Weeks for 50 Weeks' Attendance**

If under registration, the start and end dates for a child's placement equals 50 weeks or more of attendance in the programme year, the approved provider will be paid for 52 weeks.

Payments will be calculated at the end of the 2023/2024 programme year.

## **6.6 CCSP Saver Programme Calendar 'How To Guide'**

All details in relation to setting up/editing/changing, etc. CCSP Saver Programme calendars can be found in the CCSP Saver Programme 'How to Guide' available on the EY HIVE.

For any further information on service calendars. please contact your local CCC at ([myccc.ie](https://myccc.ie)).

## Chapter 7 Child Registration on the CCSP Saver Programme

### 7.1 Registering a CCSP Saver on the CCSP Saver Programme

The service manager must confirm and agree with parents/guardians the number of days, session type and pattern of attendance that the child is being registered for, prior to registering the child for the CCSP Saver Programme.

Each child's registration must reflect the actual attendance pattern of the child. Where there is a discrepancy between attendance and registration, the approved provider must amend the registration on the EY HIVE.

Failure to update registrations to reflect the actual attendance pattern may result in an over-claim due to the Department. Over-claims will be recouped in accordance with the CCSP Saver Programme Funding Agreement. Instructions on child registration are available on the EY HIVE.

### 7.2 CCSP Saver Programme Applicant Declaration Forms

Approved providers must ensure that parents/guardians sign and date a CCSP Saver Programme Applicant Declaration Form to indicate that they understand the terms of the programme, that all of the child registration details are accurate and they agree the fee payable to the service is applicable. Fee information will be manually entered by the approved provider.

It is compulsory that approved providers keep a record of each Applicant Declaration for compliance purposes on site and available for inspection.

Please refer to Chapter 5.4 for the parent's/guardian's requirements concerning the CCSP Saver Programme Applicant Declaration Form.

### 7.3 When to Register a Child

Approved providers can begin to register a child up to 1 week in advance of the programme year start date. Registrations will open on Monday 7<sup>th</sup> August 2023.

The approved provider must register children on the EY HIVE under their CCSP Saver Programme Funding Agreement. Please refer to the 'CCSP Saver Programme Registrations How to Guide' via the EY HIVE. Subvention will be paid in respect of eligible children with effect from the child's start date.

### 7.4 Latest Date for Registration

The latest an approved provider can register a child is **6 weeks** after the child's start date.

DCEDIY reserves the right not to backdate funding on any late registrations (i.e. more than 6 weeks after the child's start date).

In cases of late registrations, proofs of the child's start date and attendance must be submitted to the Scheme Administrator or the registration will be declined.

## **7.5 Child Non-Attendance from Start Date**

If a child does not attend within 4 weeks of the start date, the registration must be cancelled immediately and any payment received for that child will be recovered.

## Chapter 8 Appeals

### 8.1 Process for Making an Appeal for an Awarded Band

Where a registration has been approved for a lesser band than requested, an appeal can be made as part of the CCSP Saver Programme Appeals Process.

After PPSNs and eligibility criteria have been verified by DSP and/or the HSE, the CCSP Saver Programme bands are awarded by the Scheme Administrator and notification of the awarded bands are sent to the approved providers.

**Please note that a medical card is required for Band A/AJ.** If there is no evidence of a valid medical card covering any part of the applying parent/guardian/child's during the eligibility period, the applicant will not be able to avail of Band A/AJ. Approved providers will only be funded for the initial band approved for that applicant.

Parents/Guardians have the right to appeal their band rate if they believe an error has occurred, or the information from DSP/HSE is incorrect.

Approved providers will submit appeals via service request on the HIVE. For a successful appeal the correct information must be submitted. All proof of eligibility **MUST** be dated.

For further information please refer to the Scheme Administrator's CCSP Saver Programme supporting documentation/appeal guidelines, which are available on the EY HIVE.

## Chapter 9 Attendance

### 9.1 Non-Attendance

If a child is not attending the service the approved provider should, within the first week of the absence commencing, contact the parent/guardian to establish the cause of the child's absence. Where a child has not attended the service for 4 consecutive weeks without a qualifying special circumstance as outlined in 9.3 below, the approved provider must enter the child as a "leaver" on the EY HIVE stating the date the child last attended the service which will result in the child losing their Saver Status.

### 9.2 Persistent Under-Attendance

Where attendance has been less than the registered hours in each of the previous 4 weeks, the approved provider must adjust the registration to reflect this unless they apply to the Scheme Administrator for special circumstances, where they may be able to retain the registration beyond 4 weeks.

### 9.3 Special Circumstances

In certain special circumstances, an approved provider may apply to the Scheme Administrator to retain the registration beyond 4 continuous weeks up to 6/12 continuous weeks. Please see Table 2 for situations which only qualify for 'special circumstances'. Proofs may be requested by the Scheme Administrator. Acceptable proof may include a letter or medical certificate which can be uploaded onto the EY HIVE by the approved provider (as provided by and with the agreement of the parent/guardian).

Approved providers should apply to the Scheme Administrator for special circumstances prior to the end of the 4<sup>th</sup> week of persistent under-attendance, otherwise the registration should be end dated and a new registration created with the new pattern of attendance. Where a letter is submitted after 4 weeks, but no later than 6 weeks from the original under-attendance, and the registration has been end dated, the original registration may be restored.

**Table 2 Qualifying Special Circumstances**

<b>Qualifying Circumstances</b>	<b>Maximum Absence for which Subsidy is payable</b>
Immediate family bereavement	6 weeks
Extended travel once a year to the birthplace of the child or either of the child's parents/guardians	6 weeks
Prolonged illness (more than 4 weeks), of either the child, the parent/guardian or a sibling	12 weeks

Where an application for special circumstances is submitted and special circumstances do not apply, the approved provider must end date the registration and payment will cease with effect from that end date (which can be no later than the end of the 4 weeks of continuous absence), which will result in the child losing their Saver Status.

Where no letter is submitted by the end of 6 weeks of continuous absence and, the child has not returned to the childcare service within that time, the approved provider must end date the registration with the end date of the 4<sup>th</sup> week and payment will cease with effect from that end date.

Where a letter is submitted after 4 weeks, but no later than 6 weeks from the original absence and the registration has been end dated, the registration may be restored along with the child's Saver Status.

### **9.3.1 Applying via Post for Special Circumstances**

Parents/guardians can choose to apply for a special circumstance via post directly to the Scheme Administrator. The parent/guardian will need to get the form from the approved provider. The postal address to send all parent/guardian special circumstances forms is Early Years Parent Centre, PO Box 13105, Southside Delivery Office, Cork City.

## **9.4 Reduction in Attendance and EY HIVE Updating**

An update on the EY HIVE must occur immediately after the 4 weeks of the reduced attendance pattern commencing.

Where an approved provider is notified that a child registered on the CCSP Saver Programme is reducing their level of attendance e.g. from 4 full days per week to 2 full days per week or from full-time to part-time, the approved provider will set a leave date on the current registration and re-register the child with the new level of attendance.

Failure to update registrations to reflect the actual attendance pattern may result in an over-claim due to the Department. Over-claims will be recouped in accordance with the terms of the CCSP Saver Programme Funding Agreement. Please note that DCEDIY reserves the right to recoup overpayments made from one childcare funding programme allocations from monies due to another.

## **9.5 Persistent Under-Attendance as a Result of a Series of Medical or Therapeutic Appointments**

Special circumstances in relation to persistent under-attendance are limited to regular attendance at medical or therapeutic appointments by the child, the parent/guardian or a sibling.

Where these circumstances arise, a letter must be submitted, either by the provider or the parent/guardian, which provides evidence of a series of medical or therapeutic appointments over a defined period directly to the Scheme Administrator. Subsidies may continue to be paid for up to a maximum of 16 weeks. This can be granted only once strictly at the discretion of the Scheme Administrator.

**Where possible, approved providers should notify the Scheme Administrator in advance of forthcoming persistent under-attendance where they believe special circumstances will apply.**

## **9.6 Departure from a Service**

If a child leaves the service, the approved provider must update the EY HIVE immediately stating the date the child last attended the service. Parents/Guardians must give providers 4 weeks' notice of a departure from a service (excluding holidays/closed weeks). This will allow the approved provider to update the EY HIVE with payment ceasing on the actual date of departure. In cases where no notice of departure is given to the approved provider, they may claim 4 weeks subsidy in lieu of notice.

While a parent/guardian is free to remove their child from a service at any point, they will not be allowed to avail of further childcare funding while the approved funding is committed to the service during this 4 week notice period.

## **9.7 Exception to the 4 Week Notice Period Rule**

A parent/guardian can remove their child from a service and re-register them in a new service without being required to serve the 4 week notice period where an approved provider has been given notice by Tusla that they are to be removed from the Tusla register. Therefore the Saver has up until the end of a **14 week** continuous period to take up a CCSP Saver Programme childcare place in a registered service to retain their Saver Status (see Chapter Chapter 2.3 Saver Involuntarily Leaves a Service for further information).

## Chapter 10 Record Keeping

### 10.1 Obligation of an Approved Provider

Approved providers must keep an accurate record of each child's **actual attendance** to include daily arrival and departure times for each child. The approved provider's registrations on the EY HIVE must match actual attendance as recorded in the attendance records (actual child attendance and not opening times of session/service). A copy of a good practice attendance records can be found at the end of this chapter.

### 10.2 Requirement to Maintain Attendance Records

The approved provider must maintain attendance records of registered children that records the daily hours of attendance, showing the child's full name, date of attendance, time of child's arrival and departure and the name of the person responsible (employee, volunteer or person on work experience) for recording each arrival and departure. The record of attendance for each room must accurately reflect the children in the room, and must be updated when a child leaves or enters.

The arrival and departure of each child must be recorded in real time by the approved provider. Attendance records must be kept in an appropriate manner that is sufficient to establish actual duration of attendance of each named child in terms of hours. The child's name must be recorded in a consistent manner in order to facilitate identification of patterns of attendance i.e. if the attendance records are weekly sheets, the child's name should be in the same order. Weekly attendance formats are highly recommended (as opposed to separately kept daily formats) as they facilitate establishing patterns of attendance.

In addition the following points should be noted:

1. Maintain separate attendance records/roll books for each session/room.
2. Where source records are used to transcribe attendance to a secondary record, the source records must be retained and made available for review.
3. If a child moves to another room during the day, then this should be identifiable through the attendance records.
4. State child's full name (as per the EY HIVE records).
5. Keep names of children in a consistent sequence throughout the cycle. Retain records of children who have left the service i.e. do not delete or overwrite.
6. All absences must be recorded.
7. Ensure attendance records/roll books are filled out by a staff member working in the room.
8. Keep parent's/guardian's sign in and out book separate to attendance records/roll books.
9. Input time of arrival and departure for all children within the service including afterschool and breakfast clubs. **Don't use ticks.**
10. Where a child is collected from a location and transported to the service, this must be recorded as part of the attendance.

11. Where paper records are maintained they should record the attendance in real time of each child in a weekly format for example as shown in Figure 1 in Chapter 10.
12. Where electronic records are maintained, the approved provider must record the attendance in real time and be able to show weekly/monthly reports for individual children which show their level of attendance for the cycle to date.  
**Reports should also be specific to rooms and sessions as they would be when kept in paper form.**

Attendance records will be reviewed during compliance visits. Please refer to the “Good Practice Guide - Attendance Records” at the end of this chapter.

### **10.3 Failure to Maintain Appropriate Attendance Records**

**Failure to maintain attendance records may result in an assumption of zero hours attendance.**

DCEDIY may withdraw future payments from the approved provider and/or require repayment of over-claimed monies already paid for the period concerned.

Failure to maintain sufficient attendance records may result in an assumption of minimal hours attendance. E.g. where attendance records are kept, but in a format which does not allow a compliance visit officer to determine the hours which a child has attended, i.e. sessional/half sessional service, such as through the use of “ticks”.

Failure to maintain records in the required format may result in a finding of non-compliance. For further information, please refer to Chapter 11.

## Good Practice Guide - Attendance Records

The maintenance of good attendance records is a requirement for compliance with the DCEDIY Rules for CCSP Saver Programme. Attendance records can be maintained in a variety of formats e.g. roll books, weekly sheet formats or electronic formats. The Scheme Administrator/DCEDIY don't direct any specific format be used however from a good practice perspective we have collated some tips on how attendance can be consistently recorded to meet the DCEDIY Funded Programme requirements.

### From the Start

- Ensure there are attendance records/roll books for each session/room including breakfast clubs.
- State child's full name (as per the EY HIVE records) - don't use nicknames.
- Keep names of children in a consistent sequence throughout the cycle (facilitates attendance tracking). If a new child starts with the service, add their name to the bottom of the list.
- Staff names should be included on all attendance records.
- Use a ball point pen, not pencil.
- Ensure attendance records/roll books are accessible from beginning of cycle (including where a child's registration period has expired).
- Ensure attendance records/roll books are filled out by staff member working in the room.
- Keep Parent's Sign-In and Out book separate to Attendance records/roll books (if necessary).
- Don't use individual daily sheets/diaries.
- Date the week of attendance.

### Each Day

- Input time of arrival and departure for all children within the service including Afterschool. Where a service collects children from a school for an afterschool service, please record attendance from the time the children are under the services responsibility. Don't use ticks.
- Ensure staff attendance is recorded daily on each room/session attendance records/roll book.

### Absences/ Leavers/ Movers

- Be consistent in documenting non-attendance e.g. always use an X for absent.
- If a child leaves the service, leave name on roll book and put a line through the remaining days of programme cycle to show as a leaver.
- If a child moves session/room within the service during the cycle – enter a note to reflect this on attendance records/roll books.
- If child shares their day/week on an ongoing basis between different sessions/rooms – enter a note to reflect this on attendance records/roll books.
- A child should be recorded in record of attendance for each room they attend if moving rooms during day/week.
- Don't use Tippex on the attendance sheet/roll book - keep the information visible if a child has left.
- If using weekly sheets, keep in date order and secure in a folder.
- Make sure they are consistent and show attendance of child for full cycle.

### Electronic Records

- Where electronic records are maintained, the service **must** be able to produce weekly/monthly reports for individual children which show their level of attendance for the cycle to date. It is recommended that these reports are regularly produced and made available for compliance purposes.

- Make sure that the password is to hand and that a staff member understands how to retrieve the information from the system.

## Archiving

- Attendance records/roll books must be kept as outlined in this DCEDIY Rules for CCSP Saver Programme document i.e. a minimum period of 6 years from the expiry date of the CCSP Saver Programme 2023/2024 Funding Agreement.

## SAMPLE CHILD ATTENDANCE RECORD

Room Name: XY1			SAMPLE CHILD ATTENDANCE RECORD							
Staff Name (s):										
Week Ending Friday: __/__/____	Monday		Tuesday		Wednesday		Thursday		Friday	
Childs Name	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure	Time of Arrival	Time of Departure
Child A	9:03	12:00	9:00	12:01	8:59	12:00	9:00	12:02	9:01	12:05
Child B	9:00	12:00	Not scheduled to be in	Not scheduled to be in	9:00	12:02	9:00	12:00	9:00	12:01
Child C	8:55	12:05	8:59	12:00	Absent	Absent	Absent	Absent	9:00	12:05

**SAMPLE STAFF ATTENDANCE RECORD**

Room:										
Week Ending: __/__/____	Monday		Tuesday		Wednesday		Thursday		Friday	
Staff Name:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time:	Start Time:	Finish Time:

# Chapter 11: Compliance

## 11.1 Responsibility of an Approved Provider

It is the responsibility of the approved provider to ensure compliance with their funding agreement requirements, which includes adherence to this CCSP Saver Programme Rules 2023/2024 document. Approved providers should ensure that they understand and adhere to the contents of this document, as well as with the CCSP Saver Funding Agreement and 'How To' guides available on the EY HIVE.

**Failure to comply with any of the terms of this Agreement may result in the suspension of CCSP Saver Programme funding and/or a termination of this Funding Agreement. Core funding or part thereof may also be withdrawn from Partner Services under the conditions set out in Appendix 6 of the Core Funding Partner Service Funding Agreement.**

## 11.2 Compliance File

In order to make compliance visits as efficient as possible for both providers and visit officers, approved providers should ensure that their compliance file is kept up to date and contains:

- Attendance records;
- Parent Statement;
- Enrolment details (including minimum enrolment exemption where relevant);
- CCSP Saver Programme Applicant Declaration Forms;
- Parent/Guardian letters;
- Fee Table records;
- Staff qualifications and letter(s) of qualification;
- Grandfathering Declaration Extension Letter<sup>1</sup> as applicable;
- Evidence of Tusla registration(s).

**The compliance file must be kept on site and available for inspection at all times.**

Services should also ensure that:

- The registrations are correct;
- The fee table and service calendar, for all approved funding programmes, are clearly displayed for parents/guardians and;
- **There is a staff member on site at all times who has access to the compliance file and can facilitate the visit.** Please note that if the records are readily available for review any interruption to the childcare service will be minimal, other than seeking clarifications when required.

**Failure to do same could result in a service being found non-compliant.**

To assist services to comply with the CCSP Saver Programme requirements, the Department and the Scheme Administrator provide a range of training and supports on the EY HIVE. These include:

- A Compliance Guide for Approved Providers

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<sup>1</sup> The Grandfathering Declaration Extension ends on September 1<sup>st</sup> 2023.

- Supports and advice from your local CCC
- The Good Practice Guide for Attendance Record Keeping
- Compliance Checklists for each programme

The Department continuously works on providing further resources to support providers.

Approved providers are strongly encouraged to engage with these supports, both before and after compliance visits, to ensure that they maintain compliance with programme rules.

### **11.3 Compliance Visits**

1. Approved providers must facilitate compliance visits which will be made without notice, to include access to the premises, personnel and relevant records.
2. All documentation related to the financial affairs of the approved provider, accounts, fees records, staff qualifications, their fee table, registers and attendance records must be on site at all times. These records must be kept for a minimum period of 6 years from expiry of the CCSP Saver Programme Funding Agreement.
3. Compliance visit officers may inspect and take copies of, any books, records or other documents (including books, records or documents stored in non-legible form), or extracts therefrom, that the visiting officer finds in the course of their inspection.

## **Chapter 12 Critical Incidents**

### **12.1 Definition of a Critical Incident**

A critical incident is an event out of the range of normal experience, one which is sudden and unexpected, involves a threat to life, or loss of life and can include elements of physical or emotional loss.

Services that are impacted by a critical incident that may involve a closure should contact their local CCC who will approach the DCEDIY on their behalf. Paid closures will be granted on a case by case basis.

## Chapter 13 Force Majeure

### 13.1 Force Majeure and Funding

Force majeure allows a party to suspend or terminate the performance of its' obligations when certain circumstances beyond their control arise. The Department is under no obligation to fund 'force majeure' days and does so at its own discretion.

### 13.2 Force Majeure Clause

*"If and to the extent that either party (the "Affected Party") is hindered or prevented by circumstances not within its reasonable ability to control, including but not limited to, acts of God, inclement weather, flood, lightning, fire, acts or omissions of third parties for whom the Affected Party is not responsible ("force majeure") from performing any of its obligations under this Agreement, the Affected Party shall be relieved of liability for failure to perform such obligations."*

**Ref: CCSP Saver Programme Funding Agreement 2023/2024, Clause 11.1**

### 13.3 Force Majeure Claim Process

Approved providers should formally claim force majeure with the Scheme Administrator by raising a service request no later than **5 days** after the incident, even if the incident is ongoing, giving a brief outline of the issue and their estimated number of days' closure.

Applications will not be accepted after this timeframe.

If further evidence is required, the approved provider will be notified within 10 working days of the application being submitted. Approved providers will have a maximum of 10 working days to provide all the required documentation requested by the Scheme Administrator.

In the event force majeure continues for more than 45 days, either party shall have the right to terminate this Agreement on written notice to the other party thereafter.

**Force majeure cannot be paid in conjunction with any insurance or any other compensation received by the approved provider from a third party for the same purpose.**

To raise a service request on the EY HIVE:

- Programme Type "User Account Management",
- category: "Force Majeure", and
- select the relevant subcategory.

The application form must be completed in full and contain all necessary information, including any relevant evidence attached.

If for any reason a service is unable to access their EY HIVE account in order to apply for force majeure, EYPC can be contacted by phone and requested to raise a case with the Data Management team on the approved provider's behalf. EYPC can be contacted Monday to Friday 9am to 5pm (10am to 5pm on Wednesday) at 01 511 7222.

## Chapter 14 Financial Requirements

### 14.1 Responsibilities of an Approved Provider

It is an essential requirement that all public monies are appropriately accounted for and used for their intended purpose.

The approved provider will maintain up-to-date child registration information on the EY HIVE. Failure to comply may result in suspension of funding and/or termination of the CCSP Saver Programme Funding Agreement.

The approved provider must maintain appropriate records to enable verification by the Department or agents acting on its behalf (including the Scheme Administrator) that the general terms of the CCSP Saver Programme Funding Agreement are complied with.

In particular, such records **will include the following:**

1. **An attendance register which clearly shows the dates, times, and durations of attendance for each individually identified child for every day that the child is in attendance.** Please see Chapter 10, Figure 1 of the CCSP Saver Programme Rules 2023/2024 “Sample Child Attendance Record” for the preferred format of attendance records.
2. CCSP Saver Programme Applicant Declaration agreements which set out the number of childcare weeks and the level of service each week that have been agreed to be provided to the eligible Saver with the commitment by the approved provider to offset the subsidy in full against the agreed fee, which is signed by the parent/guardian (CCSP Saver Programme Applicant Declaration Form).
3. Records of income and expenditure, to include receipts from parents/guardians, should be kept up-to-date and available for verification purposes.

Failure by the approved provider to maintain accurate attendance records and/or accurate updated child registration details, as required in the CCSP Saver Programme Funding Agreement may result in an immediate suspension of CCSP Saver Programme funding and/or a requirement to repay over-claimed monies already paid and may result in a termination of the CCSP Saver Programme Funding Agreement.

The approved provider must maintain appropriate annual accounts for each financial year in accordance with the timescales set out by the Companies Registration Office (CRO) (for limited companies) or by the Revenue Commissioners (for unincorporated entities). Copies of such accounts must be provided to the Scheme Administrator/Pobal Compliance, Audit, and Risk (CAR) or the Comptroller and Auditor General (C & AG) on request. The Scheme Administrator/Pobal CAR may share information found in the course of a governance, audit or compliance check with the relevant authorities, including, but not limited to, the Office of the Director of Corporate Enforcement, the Charities Regulator, and the Office of the Revenue Commissioners.

The approved provider must, within its annual accounts separately record all monies received from the Scheme Administrator relating directly or indirectly to the operation of the CCSP Saver Programme and ensure that appropriate financial records are maintained.

The approved provider must respect and comply with the statutory role and regulatory and public accountability responsibilities of the Department, its agents and other relevant statutory bodies and at all times cooperate fully with the Department, its agents and all other statutory bodies in this regard.

The approved provider must ensure that all financial records relating to monies received in relation to the operation of the CCSP Saver Programme are available to the Scheme Administrator on request. All financial records, including attendance records etc., must be retained for a period of 6 years.

## **14.2 De-Committal and Recovery Procedures**

Approved providers may at times be overpaid during the course of the year due to transfers, closures etc. If, at the end of the year (or on closure of a service), a service has been overpaid, a revised CCSP Saver Programme allocation notification will issue and any excess CCSP Saver Programme funding must be returned to the Scheme Administrator.

The DCEDIY and/or the Scheme Administrator, (on behalf of the DCEDIY), reserve the right to recoup overpayments made from one childcare funding programme allocations from monies due to another. The Scheme Administrator will liaise with services impacted by de-committal/recovery to agree an appropriate repayment plan.

## Chapter 15 Frequently Asked Questions for the CCSP Saver Programme

- 1. What happens if I do not have a Tusla registration or I let my registration expire?**

During the registration process, you will be asked for the appropriate Tusla registration which will then be validated. If your Tusla registration is invalid, you will not be able to continue with the registration process until this has been rectified.
- 2. My local CCC has reviewed my fee table and I've been requested to amend same. What should I do?**

The CCC's, on the Department's behalf, check that all fee tables and calendars are compliant with the rules of the CCSP Saver Programme. Any amendments requested by the CCC must be made within a 4 week period or the Scheme Administrator will be informed, and funding may be put on hold until all requirements have been confirmed as completed.
- 3. Can a child attend the CCSP Saver Programme in more than one service?**

Yes. This is allowed provided total days attended are not more than 5 full days.
- 4. When will bands be approved?**

Processing of registrations by the Scheme Administrator takes approximately 15 to 20 working days.
- 5. Can I give the parent/guardian subvention prior to the subvention band rate being approved?**

An approved provider should not give the subvention to a parent/guardian prior to the band rate being approved however, if a service wishes to oblige the parents/guardians by giving them a subvention on their childcare costs prior to the bands being approved by the Scheme Administrator, **they do so at their own risk** and are encouraged to ask the parent/guardian for proof of eligibility as reassurance that the band requested is likely to be approved. Approved providers should remind parents that they remain liable for the full amount if their band rate is not approved.
- 6. Under which parent/guardian should the CCSP Saver Programme registration be made to ensure appropriate band approval?**

Parents/Guardians should consider the CCSP Saver Programme eligibility when deciding this. Eligibility checks are done when a registration has been uploaded to the EY HIVE. Please note that the parent/guardian on that registration will be the parent/guardian verified by the Scheme Administrator. The childcare manager may assist in determining which eligible parent/guardian will gain the highest subvention each year. Alternatively, the approved provider or parent/guardian may contact their local CCC for assistance with this query.
- 7. Can I appeal a decision already made on a registration?**

Yes. It will be possible to submit eligibility documents on the registration after a band has been awarded which will be reviewed by the Scheme Administrator. Please refer to Chapter 8.1 for further information.
- 8. What if a Saver child is absent and does not attend for a period of time?**

Absences should be dealt with as set out in Chapter 9 of this document.
- 9. Can a parent/guardian alter the number of days of attendance in their service?**

Only if the approved provider can cater for the request in their service.

- 10. What happens if a parent/guardian reduces their child's level of service?**  
Approved providers are required to ensure that the EY HIVE registrations match actual attendance patterns. An approved provider must monitor attendance over a 4 week period to ascertain that the registration for each child is correct based on actual attendance. Where a child consistently, over a 4 week period, fails to attend for an identified level of service as agreed (e.g. – attending 4 days instead of 5), then the approved provider must update the EY HIVE registration to reflect this.
- 11. Can a child lose its' Saver Status?**  
Yes. Once an approved provider submits a claim for an NCS registration, the child will lose their entitlement to Saver Status. For the 2023/2024 programme year, a Saver child must be in attendance within 4 weeks of their service opening in order to retain their Saver Status. Please refer to Chapter 2 of this document for further information.
- 12. Can a child be registered on NCS and the CCSP Saver Programme for the same period?**  
No. Once a claim is submitted for a child on NCS, the approved provider should end date the CCSP Saver Programme registration. Once an approved provider submits a claim for an NCS registration, the child is no longer eligible for the CCSP Saver Programme.
- 13. What happens where a child is moving from one service to another service, and the CCSP Saver Programme funding has not been released?**  
When a child transfers from one service to another service and funding is not released the child will be unable to join the CCSP Saver Programme until such time as the 4 week notice period has been served.
- 14. My service is undergoing a change of address/legal structure/ownership, what should I do?**  
If your service is undergoing a change of circumstance as listed above, the process will require that you set the registration status to leaver and complete leaver requests for each registration for the old service, and re-register the same children against the new service. The Scheme Administrator will review all registrations and if they are eligible savers, will award the same band as was awarded on the original registration.
- 15. I am closing my service. Will the Saver registrations be eligible to register in a new service?**  
Yes. The Saver Status follows the child. Once a child had a valid Saver registration they will be able to register in a new service within a **14 week** period subject to eligibility. For further information please refer to Chapter 2.
- 16. My service had a compliance visit and I am required to carry out a rectification action(s). What should I do?**  
Once you receive the outcomes of your compliance inspection via the HIVE, you should ensure that the required rectification actions outlined against each non-compliant outcome is completed by the rectification due date. Rectification actions include confirmation of a declaration of compliance, submission of documentary evidence through the HIVE, etc.

Additional information on the rectification process can be found by consulting the following documents in the Resources section of the HIVE:

- CCSP Saver Compliance Guide for Approved Providers
- Accessing the ECCE/CCSP Saver Compliance Report on HIVE
- CCSP Saver Post-Inspection Rectification Actions

If you have any further queries, you should contact your local CCC or consult the “Compliance Inspections 2022/2023 Compliance Checklist for ELC and SAC Service Providers” which can be found on the HIVE.

**17. Can a childminder enter into a Funding Agreement for the CCSP Saver Programme?**

Yes. A childminder can enter into contract for CCSP Saver Programme once they comply with the requirements of a childminding service as outlined in the [Child Care Regulations \(The Child Care Act 1991 \(Early Years Services\) Regulations 2016 \(as amended\)\)](#) and the [Childcare Act 1991\(Registration of School Age Services\) Regulation 2018 \(as amended\)](#) and they are registered with Tusla.

**18. When are payments made?**

Payment schedules for Childcare Funding Programmes can be downloaded from the EY HIVE. Payments of subsidies will take account of updated registrations.

**19. I intend on submitting a claim with my insurance company and I have claimed force majeure. What should I do?**

Services who have claimed force majeure and are subsequently awarded a claim from their insurance company for the same event must inform the Scheme Administrator.

**20. What is a Summer Camp?**

A summer camp is where a registered provider offers an additional service to the CCSP Saver Programme in the same premises.

**21. Is there anything I need to do before I run a Summer Camp?**

Please refer to [Tusla QRF](#) as a Tusla “Change in Circumstances Application” may need to be submitted.