An Roinn Leanaí, Míchumais agus Comhionannais
Department of Children, Disability and Equality

Department of Children, Disability and Equality

Rules

for the

Community Childcare Subvention Plus (CCSP) Saver Programme

Valid for the 2025/2026 Programme Year

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

Table of Contents

GLOSSARY OF TERMS 6

Introduction 8

Chapter 1 Overview of CCSP Saver Programme 9

1.1 Attending More Than One Service 9

1.2 Types of Places under the CCSP Saver Programme 9

Chapter 2 Savers 10

2.1 Eligibility for Saver Status for a CCSP Saver 10

2.2 Saver Voluntarily Leaves a Service 10

2.3 Saver Involuntarily Leaves a Service 11

2.4 Services Not Operating During Summer Months (Non-Term Time) 11

2.4.1 Saver Children Not Availing of the CCSP Saver Programme During the Summer Months (Non-Term Time) 11

Chapter 3 Eligibility for the CCSP Saver Programme 12

3.1 Eligibility 12

3.2 Required Documents/Information 12

3.2.1 Pre-Registration Form 12

Table 1 CCSP Saver Programme Band Eligibility 14

Chapter 4 Obligations of an Approved Provider 16

4.1 Obligations of an Approved Provider 16

4.2 Tusla Registration 16

4.2.1 Tusla Registration for Childminders 17

4.3 Tusla De-Registration 17

4.4 Service Reference Number (SRN) 17

4.5 Change of Circumstances for an Approved Provider 18

4.6 Service Closure 18

4.7 Staff Qualifications 18

4.8 Contact Information 19

4.9 Funding Agreement 19

4.10 Registration of a Fee Table and Service Calendar 19

Chapter 5 Fee Table 20

5.1 Fee Table Requirement 20

5.2 Parent Statement 20

5.3 CCSP Saver Programme Deposits 20
5.3.1 Maximum CCSP Saver Programme Deposit 21
5.3.2 Return of CCSP Saver Programme Deposit 21
5.4 Voluntary Donations 21
5.5 Requirements for Parents/Guardians Signing a Parent Statement and a CCSP Saver Programme Applicant Declaration Form 21
5.6 Fee Table Changes 22
5.7 Document Display Requirement for Childminders 22
5.8 Document Filing Requirement 22
5.9 Publishing of CCSP Saver Programme Documents/Data 22
5.10 CCC Checks 23
Chapter 6 Service Calendar 24
6.1 Service Calendar Requirements 24
6.1.1 Calendar for Parents/Guardians 24
6.1.2 Calendar Minimum Opening Weeks/Days per Programme Year 24
6.1.3 Non-Payment for Days Closed 24
6.2 Document Accessibility Requirement 24
6.3 Changes to Service Calendars 24
6.4 Payment of 52 Weeks for 50 Weeks Attendance 25
6.5 CCSP Saver Programme Calendar 'How To Guide' 25
Chapter 7 Child Registration on the CCSP Saver Programme 26
7.1 Registering a CCSP Saver on the CCSP Saver Programme 26
7.2 CCSP Saver Programme Applicant Declaration Forms 26
7.3 When to Register a Child 26
7.4 Latest Date for Registration 26
7.5 Child Non-Attendance from Start Date 27
Chapter 8 Appeals 28
8.1 Process for Making an Appeal for an Awarded Band 28
Chapter 9 Attendance 29
9.1 Persistent Under-Attendance 29
9.2 Non-Attendance 29
9.3 Special Circumstances 29
Table 2 Qualifying Special Circumstances 29
9.3.1 Applying via Post for Special Circumstances 30
9.4 Reduction in Attendance and EY HIVE Updating 30

9.5 Persistent Under-Attendance as a Result of a Series of Medical or Therapeutic Appointments 30
9.6 Departure from a Service 31
9.7 Exception to the 4 Week Notice Period Rule 31
Chapter 10 Record Keeping 32
10.1 Obligation of an Approved Provider 32
10.2 Requirement to Maintain Attendance Records 32
10.3 Failure to Maintain Appropriate Attendance Records 33
10.4 Staff Attendance Records 33
Good Practice Guide - Attendance Records 34
SAMPLE CHILD ATTENDANCE RECORD 36
SAMPLE STAFF ATTENDANCE RECORD (Must be recorded for each session) 37
Chapter 11 Compliance 38
11.1 Responsibility of an Approved Provider 38
11.2 Compliance File 38
11.3 Compliance Framework and Sanction 39
11.4 Compliance Visits 39
11.5 Reviews/Queries 40
Chapter 12 Critical Incidents 41
12.1 Definition of a Critical Incident 41
Chapter 13 Force Majeure 42
13.1 Force Majeure and Funding 42
13.2 Force Majeure Clause 42
13.3 Force Majeure Claim Process 42
13.4 Force Majeure in the Event of Staff Illnesses (Staff Shortages) 43
13.5 SAC Service Being Used as a Polling Station 43
13.6 Weather Warnings 43
Chapter 14 Financial Requirements 44
14.1 Responsibilities of an Approved Provider 44
14.2 De-Committal and Recovery Procedures 45
Chapter 15 Frequently Asked Questions for the CCSP Saver Programme 46
1. Can a childminder provide the CCSP Saver Programme? 46
2. Can a childminder enter into a Funding Agreement for the CCSP Saver Programme? 46
3. What happens if I do not have a Tusla registration? 46
4. What is a Service Calendar? 46

5. Can a child attend the CCSP Saver Programme in more than one service? 46

6. Does a Parent/Guardian have to complete the part in relation to ethnicity identifiers on the Pre-Registration Form? 46

7. When will bands be approved? 46

8. Can I give the Parent/Guardian subvention prior to the subvention band rate being approved? 46

9. When are payments made? 47

10. Under which Parent/Guardian should the CCSP Saver Programme registration be made to ensure appropriate band approval? 47

11. Can I appeal a decision already made on a registration? 47

12. Is an Eircode required to register a child in the CCSP Saver Programme? 47

13. My Approved Provider has closed for a day without giving 20 working days' written notice, what should I do? 47

14. What if a Saver child is absent and does not attend for a period of time? 47

15. Can a Parent/Guardian alter the number of days of attendance in their service? 47

16. What happens if a Parent/Guardian reduces their child's level of service? 47

17. Can a child lose their Saver Status? 47

18. Can a child return to the CCSP Saver Programme from NCS? 48

19. Can a child be registered on NCS and the CCSP Saver Programme for the same period? .. 48

20. What happens where a child is moving from one service to another service, and the CCSP Saver Programme funding has not been released? 48

21. My service is undergoing a change of address/legal structure/ownership, what should I do? 48

22. What do I do in the case of a Critical Incident? 48

23. I am closing my service. Will the Saver registrations be eligible to register in a new service? 48

24. My service had a compliance visit and I am required to carry out a rectification action(s). What should I do? 48

25. I intend on submitting a claim with my insurance company and I have claimed Force Majeure. What should I do? 49

26. Can I apply for Force Majeure in the Event of Staff Illness (Staff Shortages)? 49

GLOSSARY OF TERMS

"Approved Provider" means a Tusla registered provider of a School Age Service (SAC) or a registered childminder 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 CCCs are funded by the Department of Children, Disability and Equality (DCDE) to act as the local agent in the delivery of childminding and school age services.

"CCSP Saver" for the purposes of the 2025/2026 programme year, means a person who is eligible and was in attendance and retained a registration under the CCSP Saver Programme 2024/2025 and who did not leave the CCSP Saver Programme to register for the National Childcare Scheme (NCS).

"Childminder" is a person who is currently or was registered with Tusla as of 2024 under the Child Care Act 1991 (Early Years Services) Regulations 2016 and/or Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

"Childminding Service" means a service that (a) entails an individual taking care, by himself or herself, of children under the age of 15 years, in the home of the individual, and (b) is provided to children (other than that individual's own children) for a total period of not less than 2 hours per day; Child Care (Amendment) Act 2024.

"Department" means the Department of Children, Disability and Equality (DCDE)

"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 Years Platform (EYP)" is the system that hosts all DCDE 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 DCDE 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 CCSP Saver Programme Applicant Declaration Form.

"Minister" means the Minister for Children, Disability and Equality (DCDE).

"NCS" means the affordable childcare scheme established under the Childcare Support Act 2018 and known as 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 in its entirety, including all rooms, sessions and service types within that service, who has entered into the Core Funding Partner Service Funding Agreement with the Minister. Partner Service may include Childminders who meet the eligibility criteria set out in the Core Funding Agreement.

"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 2025/2026 CCSP Saver Programme. The programme commences 11th August 2025 and runs until 7th August 2026.

"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.

"Subsidy (Subvention)" 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. Subsidy may also be referred to as "subvention" in the CCSP Saver Programme.

"School Age Service (SAC)" means an early years service which a) caters for children under the age of 15 years enrolled in a school providing primary or post primary education b) provides a range of activities that are developmental, educational, and recreational in manner and which take place outside of school hours; the primary purpose of which is to care for children where their parents are unavailable and c) the basis for access to which is made publicly known to the parents and guardians of the children referred to in paragraph a) 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.

Partner Service may also include Childminders who meet the eligibility criteria.

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.

"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 is a legacy childcare programme that provides support for eligible Parents/Guardians on a low income to avail of reduced childcare costs at participating childcare services during the 2025/2026 programme year.

The CCSP Saver Programme will continue for the 2025/2026 programme year which runs from the 11th August 2025 to 7th August 2026.

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 2025/2026 CCSP Saver Programme on the EY HIVE on behalf of the Department of Children, Disability and Equality (DCDE).

As well as the universal supports available to all, certain measures will be targeted at individual children experiencing disadvantage and at Early Learning and Care (ELC) and School Age Childcare (SAC) services with higher concentrations of children experiencing disadvantage.

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 EY HIVE or gov.ie - City and County Childcare Committees for CCC contact details. The CCCs are funded by the DCDE 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 EY HIVE Homepage. 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 or 01 511 7222.

Note: Information in the DCDE Rules for the 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 11th August 2025 and runs until 7th August 2026. 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 gov.ie - City and County Childcare Committees.

Services/Childminders may cater for school-age (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 DCDE 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 2025/2026 programme year, means a person who is eligible and was in attendance and retained a registration under the CCSP Saver Programme 2024/2025 and who did not leave the CCSP Saver Programme or register for NCS.

Parents/Guardians with Saver registrations will be assessed for eligibility once they have a registration on the EY HIVE for the 2025/2026 programme year. Please refer to Chapter 2 for further information.

The Approved Provider 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, 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 12th 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)

Chapter 2 Savers

A CCSP Saver, for the purposes of the 2025/2026 programme year, means a child who is eligible and was in attendance and retained a registration under the CCSP Saver Programme 2024/2025 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 during the programme year, the parent will no longer be eligible for reduced childcare costs for this child under this programme from their 15th birthday.

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 2025/2026 programme year, subject to the following conditions set out hereunder, can choose to avail of subsidised childcare on the CCSP Saver Programme for the 2025/2026 programme year, i.e. 11th August 2025 to 7th August 2026.

An eligible child must be:

1. Under the age of 15 years (once the child turns 15 they are no longer eligible for this programme) and;
2. Who was registered on the CCSP Saver Programme for the 2024/2025 programme year, and was in attendance and retained a registration for the duration of the Approved Providers' calendar;
3. In attendance at a Tusla registered service within 4 weeks of the service opening for the 2025/2026 programme year;
4. Registered by an Approved Provider on the EY HIVE under the CCSP Saver Programme Funding Agreement 2025/2026, 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 2025/2026 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 8+).

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

Children who are registered in services that do not operate over the summer months 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 2025/2026 programme year;
and
ii. They meet the criteria of an eligible Saver.

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

Where a service is open during the summer months and CCSP Saver children do not avail of the CCSP Saver Programme during this period, i.e. 14 weeks during non-term time, they will be permitted to retain their Saver Status until the 2025/2026 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. Once a child turns 15, they are no longer eligible for this 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 Personal Public Service Number (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 service/childminding 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 DCDE, the Scheme Administrator, as well as the Department of Social Protection (DSP) and the Department of Education and Youth (DEY), to use this information to verify that the child/children are eligible, to calculate funding, and for statistical purposes.

The Pre-Registration Form must be retained for the 2025/2026 programme year for compliance 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 DCDE.

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/Guardian will be required to sign a CCSP Saver Programme 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**
	▪ One Parent Family Payment ▪ Widow's/Widower's Pension or Surviving Civil Partner's Payment ▪ State Pension (Contributory/Non-contributory) ▪ Blind Pension ▪ Guardian's Payment (Contributory/Non-contributory) ▪ Illness/Injury Benefit ▪ Disability Allowance ▪ Carer's Benefit/Allowance ▪ Back to Work Enterprise/Education Allowance ▪ Community Employment Programme/Rural Social Scheme ▪ Domiciliary Care Allowance ▪ Working Family Payment (Formerly known as FIS) ▪ Invalidity Pension ▪ Disablement Pension ▪ TÚS ▪ Part-Time Job Incentive Scheme ▪ Partial Capacity Benefit	▪ Job Seekers Benefit/ Allowance* ▪ Supplementary Welfare Allowance** ▪ Jobseekers Transitional Payment ▪ Short term Enterprise Allowance	▪ Medical Card ▪ Parents/Guardians who are in receipt of DSP payments listed under Band A/AJ, but have no medical card	▪ GP Visit Card*** (8yrs+ only) ▪ 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
Full-day payment (5 hrs +)	€145	€80	€70	€50
Part-time payment (3:31 – 5:00)	€80	€80	€35	€25
Sessional payment (2:16 – 3:30)	€45	€45	€25	€17
Half-session payment (1:00 – 2:15)	€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 8yrs+ only**

The universal GP Visit Card for children under 8 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 **Work Placement Experience Scheme**, 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, regulatory, and compliance obligations.

Failure to comply with any of these rules and/or terms of the CCSP Saver Programme Funding Agreement may result in the suspension/clawback/stoppage of CCSP Saver Programme funding and/or DCDE funding, or part thereof, may be withdrawn and/or a termination of the CCSP Saver Programme Funding Agreement. Please see Clause 5.1 of the CCSP Saver Programme Funding Agreement 2025/2026.

An Approved Provider who provides a school-age service must adhere to the principles of the National Quality Guidelines for School Age Childcare Services.

The Approved Provider must take all measures to safeguard the Health, Safety and Welfare of the children attending the SAC Service and to comply with the Child Care Act 1991 (Early Years Services) Regulations 2016 or the Child Care Act 1991 (Early Years Services) (Childminding Services) Regulations 2024.

4.2 Tusla Registration

An Approved Provider must be registered with Tusla to receive funding from DCDE. Tusla registered services who provide an SAC service must be registered with Tusla for both services. A childminder must be registered with Tusla with the appropriate age range.

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. 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, or alternatively you can contact your local CCC at gov.ie - City and County Childcare Committees.

Funding will not be paid for any period where the Approved Provider is not Tusla registered.

Funding will be put on hold if:

i. The Approved Provider is removed from, or otherwise ceases to be on, the Register of Prescribed Early Years Services maintained by Tusla, the Child and Family Agency, as either a school age service or a childminding service.

ii. The Approved Provider is prohibited from operating an Early Years Service by Tusla for any period of time.

4.2.1 Tusla Registration for Childminders

To be registered with Tusla, a childminder must comply with the requirements for childminders as outlined in the Child Care Act 1991 (Early Years Services) (Childminding Services) Regulations 2024.

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 Service 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.

In circumstances where an Approved Provider is removed from 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, Clause 2.3 Saver Involuntarily Leaves a Service for further information.

4.4 Service Reference Number (SRN)

All facilities/locations operated by an Approved Provider must be registered with Tusla, have an individual SRN 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 SRN. A combined ELC/SAC service should only have one SRN unless they are situated in separate locations.

To get a SRN, 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, 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 SRN.

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 SRN. The Approved Provider must ensure the new legal status is registered with Tusla.

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 log on to the EY HIVE with all relevant details in order to request a new SRN.

4.6 Service Closure

If an Approved Provider closes its Early Years Service, or ceases to provide a DCDE 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

An Approved Provider must give a minimum 4 weeks' notice to Pobal the scheme administrator as well as Parent(s)/Guardian(s) of their intentions to close.

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) Regulations 2016, all staff working directly with children must hold at least a Level 5 major award in early learning and care on the National Framework of Qualifications (NFQ), or equivalent as deemed by DCDE.

The DCDE has published a list of qualifications that meet the regulatory requirements for working in the early learning and care sector in Ireland. This list can be found on the DCDE webpage: gov.ie - Recognition of Early Years Qualifications.

If a person does not hold a qualification on the DCDE's recognised qualifications list, the individual is required to apply for the recognition of their qualifications at eyqualifications@dcde.gov.ie. For further information on requirements and the application process please refer to the DCDE webpage: gov.ie - Recognition of Early Years Qualifications.

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.

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

It is the responsibility of the Approved Provider to check and ensure that all staff they are employing have the required minimum qualifications.

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) 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 11th August 2025 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 also upload a Fee Table to the EY HIVE, a minimum of 2 weeks 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 and may also be reviewed on a Pobal Compliance Inspection. For more information, please refer to Chapters 5 and 6 of this document and the Pobal 'How to Guides' on the EY HIVE.

Chapter 5 Fee Table

5.1 Fee Table Requirement

Approved Providers must complete a Fee Table prior to the beginning of each programme year. An Approved Provider's Fee Table must show details of all the fees charged to Parents/Guardians, the CCSP Saver Programme Fee Table must be reflected on a weekly basis over the CCSP Saver Programme year, as well as details of any additional charges, discounts, etc. applied by the Approved Provider.

Services opening later than the 11th August 2025 must have their Fee Table on the EY HIVE a minimum of 2 weeks prior to their opening for the programme year.

If an Approved Provider does not collect any deposits or offer discounts, 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/Pobal Compliance.

The Approved Provider must publish and distribute to Parents/Guardians a "Parent Statement" using the standard template provided/specified by the Scheme Administrator, and/or the Minister and, on the EY HIVE. The Parent Statement for the Approved Provider must be provided to Parents/Guardians, in print or email, no later than 4 weeks after signing their Funding Agreement, or no later than 4 weeks after the child started in the service, whichever is the later. The Approved Provider agrees to allow the Minister or Scheme Administrator to publish its Parent Statement for the Approved Provider.

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. Proofs must be kept on file for compliance purposes.

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.

Approved Providers must keep copies of the Parent Statement and the CCSP Saver Programme Applicant Declaration Forms for compliance purposes on site, in order to be available for inspection. In relation to the Parent Statement, providers are only required to keep a signed copy of the last page. Further guidance is available on the EY HIVE.

5.3 CCSP Saver Programme Deposits

An Approved Provider must give an accurate description and the total cost 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 full CCSP subvention held on deposit must be returned to the Parent/Guardian once the child's registration is approved on the EY HIVE.

The Approved Provider will retain all financial records relating to deposits from Parents/Guardians and evidence of return.

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 DCDE 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 Parent Statement and a CCSP Saver Programme Applicant Declaration Form

Parents/Guardians must sign and date a 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/Pobal Compliance. The Parent Statement must be returned to the Approved Provider by the Parents/Guardians within 4 weeks of the programme year beginning or within 4 weeks of the eligible child first attending the CCSP Saver Programme for the relevant programme year.

Parent/Guardians must fully complete the CCSP Saver Programme Applicant Declaration Form, and it should be done in conjunction with the 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.

A CCSP SP Applicant Declaration is required to be signed for each individual CCSP child.

The 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 CCSP Saver Programme Applicant Declaration Form for compliance purposes, on site, in order to be available for inspection.

No other forms will be accepted in lieu of DCDE's CCSP Saver Programme Applicant Declaration Form, and one of each form must be filled out per child i.e. there cannot be more than one child's name on any individual completed form.

5.6 Fee Table Changes

All changes to a Fee Table must first be approved by the CCCs before informing the Parents/Guardians.

Parents/Guardians must be given 4 weeks written notice of any change to the Fee Table.

Copies of Parent Statements/CCSP Saver Programme Applicant Declaration Forms subsequently issued and signed must be retained on file on the premises for compliance purposes.

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 service, on the EY HIVE at all times. Fee Table charges should be displayed as a weekly charge.

5.7 Document Display Requirement for Childminders

Childminders are required to have a copy of the up-to-date Fee Table, together with copies of any standard documentation (including Parent Statement) that relate to DCDE funded programmes issued to Parents/Guardians, included in their Childminding Handbook. Copies must be retained on file and given to anyone who requests it.

5.8 Document Filing Requirement

Approved Providers must have a signed copy of the Parent Statement on file per family. Approved Providers must have a signed copy of a CCSP Saver Programme Applicant Declaration Form on file for each child i.e. there cannot be more than one child's name on any individual completed CCSP Saver Applicant Declaration Form.

5.9 Publishing of CCSP Saver Programme Documents/Data

As a condition of the CCSP Saver Programme Funding Agreement for the 2025/2026 programme year, Approved Providers agree to allow the Minister/the Scheme Administrator to publish their fees and Parent Statement online and in any format. 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.

5.10 CCC Checks

It should be noted that the CCCs will be checking all 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 CCCs' direction, the Scheme Administrator will be notified for further follow-up, e.g. CCSP Saver Programme funding being put on hold. 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 2025/2026 programme year.

The calendar is subject to review by the DCDE/the Scheme Administrator (Pobal)/CCC.

Services opening later than the 11th August 2025 must have their calendars on the EY HIVE a minimum of 2 weeks prior to their opening for the 2025/2026 programme year.

6.1.1 Calendar for Parents/Guardians

The Approved Provider will distribute to Parents/Guardians a Service Calendar indicating the days the service is due to be closed over the CCSP Saver Programme year 2025/2026.

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 (177 days) over the programme year unless otherwise determined by the DCDE.

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.

6.2 Document Accessibility Requirement

An up-to-date copy of the Calendar must be included in a Childminders Handbook and copies are to be given to anyone who requests them.

As a condition of the CCSP Saver Programme Funding Agreement for the 2025/2026 programme year, Approved Providers agree to allow the Minister/Scheme Administrator to publish their calendars online and in any format.

6.3 Changes to Service Calendars

Any changes to a Service Calendar must first be approved in advance by the CCCs, prior to informing the Parents/Guardians of CCSP Savers.

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

Where the calendar has been revised, an amended copy of the calendar must be accessible to Parents/Guardians. 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.

Please see Clause 13.5 with regards to closures in relation to a premises being used as a polling station.

6.4 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. Please note that payments will be calculated at the end of the 2025/2026 programme year.

6.5 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 gov.ie - City and County Childcare Committees.

Chapter 7 Child Registration on the CCSP Saver Programme

7.1 Registering a CCSP Saver on the CCSP Saver Programme

The service manager or childminder 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 the child's registration details are accurate, and they agree to the weekly fee payable to the service is applicable. Weekly fee information will be manually entered by the Approved Provider.

It is compulsory that Approved Providers keep a record of each CCSP Saver Programme Applicant Declaration for compliance purposes on site and available for inspection.

Please refer to Chapter 5, Clause 5.5 Requirements for Parents/Guardians Signing a Parent Statement and a CCSP Saver Programme Applicant Declaration Form 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 4th August 2025. 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. DCDE 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 Persistent Under-Attendance

An update on the EY HIVE must occur immediately after the 4 weeks of the reduced attendance pattern commencing unless they apply to the Scheme Administrator for special circumstances where they may be able to retain the registration beyond 4 weeks.

Under-attendance and failure to reflect the actual attendance pattern will result in an over-claim due to the Department, see Clause 9.4 below.

9.2 Non-Attendance

If a child is not attending 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 Clause 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.

9.3 Special Circumstances

In certain special circumstances of non-attendance, an Approved Provider may apply to the Scheme Administrator to retain the registration beyond 4 continuous weeks up to a total of 6 or 12 continuous weeks. Please see Table 2 for situations which only qualify for 'special circumstances'. Proofs maybe 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). This can be granted **once only** for the period set out below and strictly at the discretion of the Scheme Administrator.

Approved Providers should apply to the Scheme Administrator for special circumstances prior to the end of the 4th week of persistent non-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 non-attendance, and the registration has been end dated, the original registration may be restored.

Table 2 Qualifying Special Circumstances

Qualifying Circumstances	Maximum Absence for which Subsidy is payable
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 supporting 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 4th week and payment will cease with effect from that end date.

Where a supporting 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 directly to the Scheme Administrator via post. 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 DCDE reserves the right to recoup overpayments made from one childcare funding programme allocations from monies due to another funding stream.

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 **once only** and 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 service holiday closures/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 a service 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 2, Clause 2.3 Saver Involuntarily Leaves a Service).

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 (in a weekly format), 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 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

Where attendance is not maintained for any children on a day, this may result in an assumption of the service not in operation i.e. closure.

DCDE 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.

10.4 Staff Attendance Records

The Approved Provider must also record and retain staff attendance records. This staffing register must clearly show the dates, times, and durations of each staff member working in each session and room.

Good Practice Guide - Attendance Records

The maintenance of good attendance records is a requirement for compliance with the **DCDE 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/DCDE 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 DCDE Funded Programme requirements.

From the Start

- Don't use individual daily sheets/diaries. Weekly formats are strongly encouraged. This will facilitate tracking patterns of attendance to assist with keeping registrations up to date.
- 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/Guardian's Sign-In and Out book separate to Attendance records/roll books (if necessary).
- Date the week of attendance.
- Where siblings attend, each child must be listed in the attendance record individually with their own arrival and departure time recorded.

Each Day

- Input time of arrival and departure for all children within the service including Afterschool. Don't use ticks. Record attendance in real time, as arrival and/or departures occur. 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.
- 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 and per room/session 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 DCDE Rules for CCSP Saver Programme document i.e. a minimum period of 6 years from the expiry date of the CCSP Saver Programme 2025/2026 Funding Agreement.

SAMPLE CHILD ATTENDANCE RECORD

Room Name: XY1 **Staff Name (s):**			**SAMPLE CHILD ATTENDANCE RECORD**							
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

***If a child attends a room on more than one occasion during the day, then each in and out time must be recorded.**

SAMPLE STAFF ATTENDANCE RECORD (Must be recorded for each session)

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:

***If a staff member is required to work in a room on more than one occasion during the day then each in and out time must be recorded.**

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 the Rules for the CCSP Saver Programme 2025/2026. 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 the Compliance Framework.

Funding may be put on hold where compliance issues are not rectified.

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:

- Parent Statement;
- Enrolment details;
- CCSP Saver Programme Applicant Declaration Forms;
- Fee records, including deposits;
- Staff qualifications and Department issued Letter of Eligibility to practice/Letter of Qualification Recognition.
- 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:

- Attendance records are maintained on site and available for the full cycle.
- The registrations are correct i.e. updated on the EY HIVE for absences, under-attendances, leavers etc.
- **There is a staff member on site at all times who has access to the compliance file and attendance records 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.

An Approved Provider will receive a sanction (as described below) for persistent non-rectification of non-compliant outcome(s) following a compliance inspection (any programme) and/or failing to engage with the supports provided.

11.3 Compliance Framework and Sanction

The Framework covers three levels of support: **Initial Support Level, Level 1, Level 2**. These supports will differ depending on the nature of a non-compliant outcome.

If a major non-compliant outcome(s) is detected, or a non-compliant score of 18 is reached during a compliance visit, an Approved Provider is placed on the Initial Support Level of the Compliance Framework. The Approved Provider has 30 calendar days to rectify their non-compliance outcome(s). Should that not be achieved and/or if there is no engagement with their CCC, then the Approved Provider moves to Level 1 of the Framework from the Initial Support Level. Likewise, if there is no engagement and/or an Approved Provider does not rectify the non-compliance outcome(s), they move to Level 2 of the Frame. If there are repeated failures to rectify a non-compliant outcome or there is no engagement with supports offered a sanction will be issued.

This sanction, if reached, constitutes 6% of an Approved Provider's annual Core Funding allocation. The sanction is solely calculated using an Approved Provider's Core Funding allocation and does not take into account other funding streams. The sanction is calculated using the Approved Provider's Core Funding allocation pertaining to the programme year the non-compliant outcome was issued, not the year the sanction is applied. 80% of the sanction is payable when an Approved Provider is initially placed on Level 2 of the Framework with the remaining 20% payable if a service fails to rectify at the end of Level 2.

Please refer to the Compliance Framework Guide for further information.

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 CCSP - Documents - Service Provider Portal. These include:

- A Compliance Guide for Approved Providers
- Supports and advice from your local CCC gov.ie - City and County Childcare Committees.
- 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.

11.4 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. Attendance records whether kept in electronic or paper format must be readily accessible for the current and previous Programme Year.

2. All documentation, whether kept in electronic or paper format, related to the financial affairs of the Approved Provider, accounts, fees records, staff qualifications, their Fee Table, registers, and attendance records must be onsite 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.

11.5 Reviews/Queries

If an Approved Provider has an issue/query in relation to a compliance outcome following a Pobal compliance inspection, they can seek clarification by raising a case on the EY HIVE for the attention of the Pobal Compliance team. Or, if an Approved Provider believes a compliance outcome is incorrect, a request for a review of the outcome can also be made by raising a request on the EY HIVE. The review of the compliance outcome will be undertaken by a Pobal Compliance Reviewer who was not involved in the original compliance process. The result of the review, and an explanation for the decision, will be issued to the provider through the EY HIVE. All requests for review should be made within 30 calendar days from the date the Compliance Report is issued. If an Approved Provider is still not satisfied, then they can engage in the Pobal Complaints process.

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, that involves a threat to life or loss of life and can include elements of physical or emotional trauma or loss. It may also involve severe damage to buildings or facilities such that the damage causes risk to children and adults or the service cannot operate. Please contact your CCC immediately in case of a Critical Incident.

Critical incidents are events that have the capacity to bring about significant distress in an individual, or a group of people, and/or overwhelm or threaten to overwhelm the normal coping capacity of a service and those in charge of its operation.

Examples include:

- A missing child
- Death of a child in a service
- A road death of a child attending a service
- Death of parents, siblings, or a staff member
- Death by suicide or murder
- Severe fire, flood, or storm damage

Not all upsetting incidents are critical incidents. It is only a critical incident if it is beyond capacity of the manager or staff team to cope with it or to provide support to those who may need it.

Services that are impacted by a critical incident that may involve a closure should contact their local CCC who will approach the DCDE on their behalf.

Guidance on Critical incidents is available at: Critical Incidents in Early Learning and Care and School Age Childcare Services: Planning and Responding.

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.

A condition of Force Majeure is that staff wages are paid for the duration of the Force Majeure incident. The Scheme Administrator may ask for proof that the staff's wages have been paid before granting a Force Majeure claim.

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 Event") from fulfilling any of its obligations under this Funding Agreement, the Affected Party shall be relieved of liability for failure to fulfill such obligations provided always that the Affected Party complies with the provisions of this clause. For the avoidance of doubt, the Minister is under no obligation to provide funding during a Force Majeure event and does so at their own discretion."

Ref: CCSP Saver Programme Funding Agreement 2025/2026, Clause 12.1

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 working 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 working 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 a 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.

13.4 Force Majeure in the Event of Staff Illnesses (Staff Shortages)

Staff unavailability does not qualify for Force Majeure. According to Tusla, Approved Providers must have arrangements in place in their service to ensure that the required adult-child ratios are in place for staff absences. Approved Providers are obliged to have alternative arrangements in place for when staff members are unavailable to work.

13.5 SAC Service Being Used as a Polling Station

In the case of an Approved Provider having to close due to the premises being used as a polling station for elections/referendum, the service will be allowed to close for the day without having to update their Service Calendar. An application for Force Majeure will not be necessary in these circumstances. Proof must be kept on file for compliance purposes.

13.6 Weather Warnings

In the case of Met Eireann issuing a **RED** Weather Warning for the county in which a facility is located, the Approved Provider will not need to apply for Force Majeure funding provided that staff are paid for the closure event.

Proof of the weather alert to cover the day(s) must be kept on an Approved Provider's compliance file.

Please note however, that services who remain closed after the RED Weather Warning has ended, must apply for Force Majeure to cover any closure day(s).

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 and staff member for every day that the child or staff member is in attendance.** Please see Chapter 10, Figure 1 of the Rules for the CCSP Saver Programme 2025/2026 "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 Ch 8. Access, Reporting Requirements and Retention of Records, Clause 8.1 of the CCSP Saver Programme Funding Agreement 2025/2026, 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 2025/2026.

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 DCDE and/or the Scheme Administrator, (on behalf of the DCDE), 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. Can a childminder provide the CCSP Saver Programme?

Yes. They must have a valid Tusla registration to offer the CCSP Saver Programme.

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

Yes. A Tusla registered childminder can enter into contract for the CCSP Saver Programme.

3. What happens if I do not have a Tusla registration?

During the registration process, you will be asked for the appropriate Tusla registration which will then be validated. If your Tusla registration is not appropriate for the child you are registering, you will not be able to continue with the registration process until this has been rectified. All services must be on the register of early years services maintained by Tusla under section 58C of the Child Care Act 1991. If you are a childminder, you will need to be registered with Tusla under the Childminding Services Regulations 2024 for the correct age range of children.

4. What is a Service Calendar?

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 2025/2026 programme year.

Services opening later than the 11th August 2025 must have their calendars on the EY HIVE a minimum of 2 weeks prior to their opening for the 2025/2026 programme year.

For any further information on Service Calendars, please contact your local CCC at gov.ie - City and County Childcare Committees.

5. 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.

6. Does a Parent/Guardian have to complete the part in relation to ethnicity identifiers on the Pre-Registration Form?

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. This information is also used for statistical analysis and in order to underpin future policy and planning within DCDE.

7. When will bands be approved?

Processing of registrations by the Scheme Administrator takes approximately 15 to 20 working days.

8. 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.

9. When are payments made?

Payment schedules for Childcare Funding Programmes can be downloaded from the EY HIVE homepage at www.earlyyearshive.ncs.gov.ie. Payments of subsidies will take account of updated registrations.

10. 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.

11. 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, Clause 8.1 for further information.

12. Is an Eircode required to register a child in CCSP Saver Programme?

Eircodes are a required field when registering for the CCSP Saver Programme. If an Eircode is unavailable, it is possible to get an Eircode exemption with the child's PPSN as long as the Approved Provider has an Eircode. If the child registering is residing in Northern Ireland and attending an Approved Provider in the Republic/South, the Approved Provider will have to request an exemption to complete the registration process.

13. My Approved Provider has closed for a day without giving 20 working days' written notice, what should I do?

If your Approved Provider has not offered an alternative day for the closure, and you haven't been given the required 20 working days' notice, please raise the issue with your local CCC. Details of your local CCC can be found at gov.ie - City and County Childcare Committees.

14. 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.

15. 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.

16. 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.

17. Can a child lose their Saver Status?

Yes. Once an Approved Provider submits a claim for an NCS registration, the child will lose their eligibility to Saver Status. For the 2025/2026 programme year, a Saver child must be in attendance within 4 weeks of their service opening for the new programme year in order to retain their Saver Status. Please refer to Chapter 2 of this document for further information.

18. Can a child return to the CCSP Saver Programme from NCS?

No. A child cannot return to the CCSP Saver Programme after being registered in NCS.

19. Can a child be registered on NCS and the CCSP Saver Programme for the same period?

No. Once a child is registered on NCS, the Approved Provider should end date the CCSP Saver Programme registration. The child is no longer eligible to return to the CCSP Saver Programme.

20. 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.

21. 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.

22. What do I do in the case of a Critical Incident?

Please contact your CCC immediately in the case of a Critical Incident for support. Guidance on Critical incidents is available at: Critical Incidents in Early Learning and Care and School Age Childcare Services: Planning and Responding.

23. 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.

24. 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 EY 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 EY HIVE, etc.

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

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

If you have any further queries, you should contact your local CCC or consult the CCSP Saver Programme Compliance Inspections Checklist for SAC Approved Providers which can be found on the EY HIVE.

25. 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.

26. Can I apply for Force Majeure in the Event of Staff Illness (Staff Shortages)?

No. Force Majeure does not include any staff unavailability. Please see Clause 13.4 for more information.