Longford
County Childcare Committee

A GUIDE FOR
CHILDCARE MANAGERS

This guide aims to assist managers in busy early years and after-school settings in the day to day of their business. Guidance is provided on all aspects of running a busy childcare facility from PIP to the Childcare Regulations

Longford County Childcare

Longford County Childcare Committee acts as support to all childcare staff, managers and management committees.

We offer support to childcare services as follows

We Support with the Programme Implementation Platform (PIP)

- Support and guidance to a service with the delivery of the three national programmes: ECCE, CCS, CCSP and TEC.

- Assist services in developing Policies and Procedures

- Support with Financial Management

- HR Support

- Support services in engaging with Aistear Siolta Practice Guide – the National Frameworks for Early Education Programmes.

- Facilitate childcare providers to develop a quality childcare service which responds and caters for the childcare needs of the local parents and their children and meets the objectives of the National Childcare Investment Programme.

- Co-ordination and provision of training;

- Support regarding continuing professional development.

Role of the Childcare Manager

The Childcare Manager is the person who has the authority and accountability for directing and supervising the work of those employed in the childcare service. The Manager of a childcare service ensures that the service is operating smoothly, is responsive to the needs of the parents, children and staff and is open to suggestions for improvement. The Manager should have a vision of the ultimate goals of the service. The Manager should be able to understand the environment including:

- Opportunities, problems

- Strengths and Weaknesses

- Needs and Priorities

- Oversee a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.

- Attend training and any other meetings.

- Importance of confidentiality at all times.

- Policies and Procedures of the Service

- Planning the curriculum and organising it's delivery

- Motivating and building relationships with staff

- Financial Management and Budgeting

- Further developing the service

- Excellent IT skills

- Good Communication Skills with Parents and Staff.

- Familiarity with the local community, and good linkages with local community groups.

- Good linkages with the local National Schools.

- Excellent understanding of Employment Law, Basic Payroll, Holiday Entitlements, Pension Entitlements etc.

- Good linkages with local DSP Childcare CE Supervisors.

- Good linkages with Longford Community Resources (LCRL) Tus Programme

(Part Source: A Guide to Developing Managing Personnel Practice in the Childcare Sector: Mary Byrne)(Please refer to individual job specification provided to you from your Employer).

Daily Checklist for a Childcare Manager

- Check phone messages and emails

- Check Incoming Post

- Check all staff are present – Adult: Child ratios (refer to Regulations)

- Allow time at drop off and collection to meet and greet the parents/guardians, thus allowing a good line of communication

- Child roll book in place

- Check daily arrival and departure times are completed for children

- Check each room has a record of emergency telephone numbers and authorised collectors for children in their care

- Ensure all incidents/accidents are recorded in writing

- Staff Sign in/out register (sign out for breaks)

- Manager contactable by phone at all times. (Deputy in place of Manager when off site)

- Personal mobile phones not in use during service (refer to policy)

- Service/Rooms are secure and safe

- Visitors book available and used

- Staff in uniform – policies adhered to e.g. jewellery, nail varnish etc (refer to policy)

- FDC/AS – check with kitchen staff that supplies are in stock and menu on display. Refer to Healthy Eating policy

- Ensure housekeeping rules are adhered to - refer to policy

- Check for any health and safety risks/concerns –refer to policy

- First Aider should check the first aid box in each room to ensure any replacements are made and that the stock is at the required level. Refer to regulations for content.

- Ensure staff salaries are paid and payslips given to employees.

- Fee Policy and Calendar on display. If the fee policy is amended, this needs to be approved by Longford County Childcare (LCCC)

- At end of day ensure all rooms are tidy and cleaned – refer to policy

- At end of day safety checks carried out on equipment and rooms

- Ensure all pest control checks are in place, refer to Pest Control Policy.

- At the end of the day ensure all waste is dealt with correctly, refer to Waste Control Policy.

- At end of day ensure building is securely locked, all items unplugged (refer to safety policy) and if appropriate alarm set.

All income from parents must be receipted and lodged to bank account
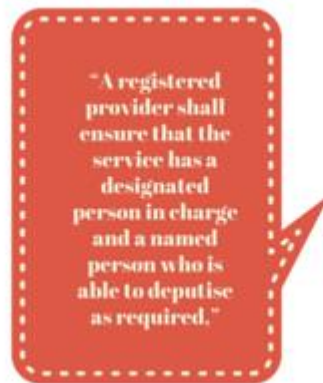
General checklist for a childcare manager

• There is a clear management structure in place in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.

• A record kept in writing detailing: the name, position and qualifications and experiences of the named person in charge and all other employees, unpaid workers and contractors; details of the class of service and the age profile of children for which the service is registered to provide services; details of the adult:child ratios in the service; type of care/programme provided in the service; facilities available; opening hours and fees; policies, procedures and statements of the service (Regulation 10); details of attendance by each preschool child on a daily basis; details of staff rosters on a daily basis; details of any medication administered to a child attending the service with signed parental consent; details of any accident, injury or incident involving a child attending the service.

• A record in writing is kept in respect of each preschool child attending the service containing, the name and date of birth, date on which the child first attended the service, date on which the child ceased to attend, name and address of parent/guardian and a contact number where they can be contacted during the hours of operation, authorisation for the collection of the child; details of any illness, allergy, disability, name and contact no of child's medical practitioner, record of immunisations, written parental consent for appropriate medical treatment of the child in the event of an emergency.

All employees, unpaid workers and contractors are appropriately supervised and provided with appropriate information and, where necessary, training in relation to policies and procedures as specified in Schedule 5 of the regulations: part VIIA of the Child and Family Agency Act 2013; Child Care Regulations 2016.

• A copy of Part VIIA of the Child and Family Agency Act 2013 and the Early Years Regulations 2016 is kept on the premises and available for viewing by a parent/guardian attending or proposing to attend, an employee/unpaid worker or contractor; an authorised person.

• All correct insurance is in place and on display. Keep in mind insurance for outings (also must have outings policy), if applicable, which should show child:staff ratio for outings, risk assessment etc.

• Each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of the child: consideration of references, consideration of any vetting disclosure received.

• Keep a staff training record and ensure all training requirements are fulfilled (e.g. child protection, first aid, manual handling etc.)

• Check oil levels regularly (if using heating oil) to ensure that heat is always available, do you have an oil gauge? This is a good tool to have.

• Ensure there is a regular service of the boiler, fire alarm system, fire extinguishers. Keep record of service on file.

• Keep a record of fire drills , the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.

• Liaise with Tusla Early Years Inspectors.

• Liaise with your local County Childcare Committee.

• Liaise with the Department of Education Early Years Inspectors.

• Liaise with Pobal Verification Team.

• Liaise with Co Longford PHN's through the Primary Healthcare.

• Liaise with HSE Intervention Team

• Liaise with the TUSLA Duty Social Care Social Workers.

• Ensure staff schedule is available. Schedule non-contact time for all staff to plan and reflect on their work.

Management and Recruitment

> "A registered provider shall ensure that the service has a designated person in charge and a named person who is able to deputise as required."

The published "Children First: National Guidance for the Protection and Welfare of Children"4 [DCYA 2011] states "Consistent with the principles of Children First, every organisation, both public and private, that is providing services for children or that is in regular direct contact with children should ensure best practice in the recruitment of staff or volunteers, which includes Garda vetting, taking up of references, good HR practices in interviewing, induction training, probation and ongoing supervision and management…" [Section 1.3.1 page 5].

It is the responsibility of the person carrying on a pre-school service (Owner/Manager) to judge a person as suitable and competent [or not as the case may be]; based on the 'applicants' experience, knowledge and / or qualification in conjunction with references [that have been confirmed & checked] and processed Garda Vetting Form / Police Checks. A suitable and competent adult is a person (of 18 years or more) who has appropriate experience in caring for children under six years of age and/or who has an appropriate qualification in child care"6 . It should be reiterated that an adult is a person of 18years or more. In no circumstances should any person under the age of 18years supervise children in an early year's service.

Under the section titled Schedule 2 of Child Care Act 1991 (Early Years Services) Regulations 2016, in the Notification to the Tusla by a person proposing to carry on a pre-school service this person must be aged over 18 years. This person is required to submit in their notification to Tusla details of their relevant qualifications and of the awarding body. Such a person must have satisfactory references and processed Garda

Vetting / Police clearance.

This person must be aged over 18 years. Such a person must have satisfactory references and processed Garda Vetting / Police clearance. In the event that a processed Garda Vetting Form / Police Clearance or References indicates an issue – you must bring this issue to the attention of the Tusla Early Years Inspectors, without delay. Please refer to your Garda Vetting   Policy and Dealing with Disclosures Policy.

All staff are recruited in accordance with the best human resource practices. An up-to date and accurate personnel file is kept for each member of staff that includes the following records:

CV with any gaps explained
Job Description
Induction Training Record
Contract
Policy "sign-off" record
2 validated references
Garda vetting
Police vetting (for those who have lived abroad for more than 6 consecutive months
Official ID (not just a photo. It needs to be a passport or driving license etc)
Training Record (including mandatory training such as First Aid, Manual Handling and Fire Safety
Copies of Qualifications
Supervision Records

(All files should be stored in a secure place in a locked cabinet.)

Financial Management

Financial Management and Budgeting

The Childcare Manager is responsible for ensuring that all financial matters are handled in accordance with the Company Financial Procedures.

INCOME & EXPENDITURE

It is recommended that online banking is set up to enable efficient management of finances

The main income stream will be from Government Programmes, Parental Fees and Fundraising. Funding from Government Programmes will be paid directly into the bank account (EFT). Details of scheduled payment dates are available on PIP. (see page 22).

Parental fees may be by direct debit, cheque or cash. Cheque and cash payments must be lodged to Bank Account in a timely manner and recorded in Cash Book.

All expenditure in the form of salaries and daily running expenses are recorded in the cheques journal under specific cost centres.

Hard copy records in the form of invoices, bank statements, receipts, lodgements books must be kept and agree with electronic records.

A template for recording income and payments is available from Longford Co. Childcare Committee: Providers Financial Template.
It is not necessary to purchase an accounts package. Records may be kept in Excel spreadsheet.

A full and detailed explanation of process is outlined in the Financial Procedures

It is necessary to keep an efficient filing system to enable easy access of records – both hard copy and electronic files.

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Sustainability

 A projections budget forms part of the returns to Pobal and this is based on the anticipated expenditure and the projected income for the year.

The Manager should always be informed and aware of the cash flow situation of the Company. It is recommended that a Bank Reconciliation be completed at least once a month at month end. If there are any major discrepancies between actual expenditure and projections budget, it must be addressed immediately to ensure cash flow remains positive. If there is prior knowledge of an issue that may negatively impact the services' income e.g. a family leaving the area or moving to another service, measures must be put in place to address the impact. LCCC staff are available to offer advice.

Verification Visits

Pobal staff will visit service at least once a year, to inspect records relating to funding received, recruitment records, committee minutes or other areas outlined in their notification.

Further information is available in the Pobal publication: Volume 2 Financial Management for Community and Voluntary Groups:
https://www.pobal.ie/Publications/Documents/Managing%20Better%20Volume%202%20Financial%20Management.pdf

A verification checklist is available on the Pobal website:
https://www.pobal.ie/Publications/Documents/Childcare%20Compliance%202013-14%20File%20Checklist.pdf

Reporting

1. A financial report is prepared by Manager each month or as agreed by Committee and presented to Committee Meeting. Template available from LCCC.   Any issues regarding sustainability or other concerns are flagged to Committee at once.

2. The company is contractually obliged to report to Pobal 3 times a year on funding received. A standard template is emailed at the appropriate time and report is completed online.   The Manager,   in consultation with the Treasurer, is responsible for completion. Funding may be withheld if Returns are not received by the deadline. Assistance is available from LCCC staff.

3. Company accounts are audited on an annual basis and Auditor will complete B1 for Companies Registration Office once accounts are approved by Directors.   B1 must be submitted on or before ARD (Annual Return Date). Typically the Auditor will take responsibility for this. A copy of audited accounts must be submitted to Pobal within 4 months of financial year end. While the Manager may not handle this work, it is important that s/he takes responsibility to ensure it is done.

Human Resources/Recruitment

The manager is responsible for organising recruitment of staff. Pobal have standard recruitment guidelines and templates which must be followed. Careful consideration must be given to criteria for position with a view to employing the best possible candidate. If a suitable candidate is not found, it is recommended that position be advertised again. Contact LCCC for further advice on this.

https://www.pobal.ie/Publications/Documents/Recruitment%20and%20Selection%20Guidelines%20for%20Beneficiaries.pdf

Further information is available from Pobal Publication: Volume 3 Human Resources for Community and Voluntary Groups
https://www.pobal.ie/Publications/Documents/Managing%20Better_Volume%203%20Human%20Resources.pdf

Refer also to Regulation 9 Management and Recruitment.
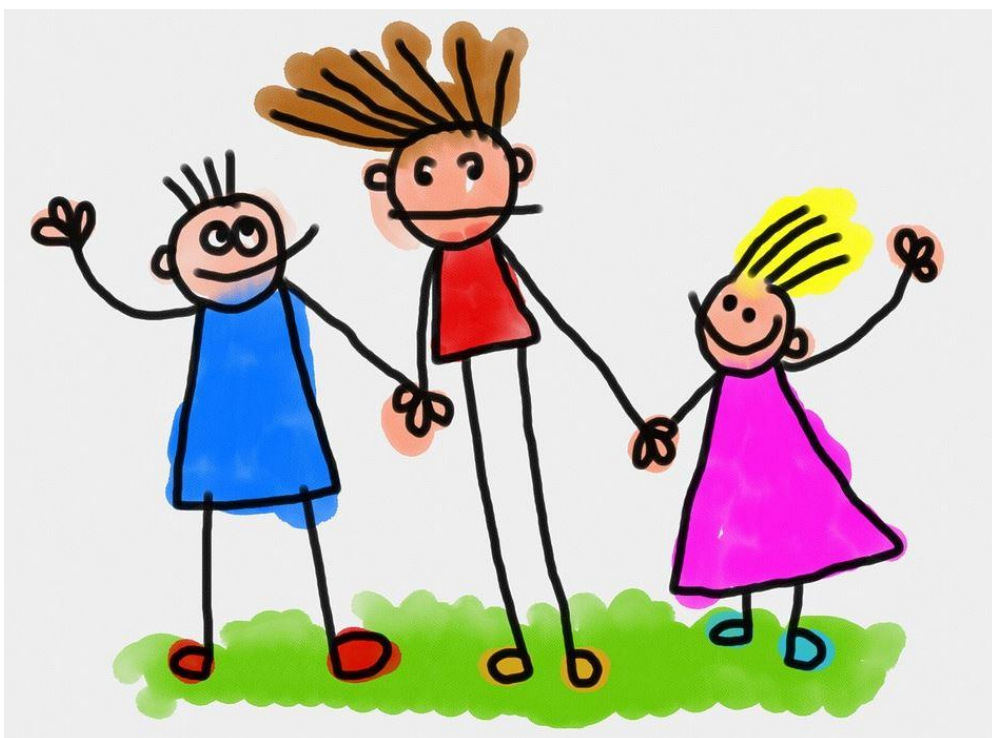
Policies & Procedures

The policies and procedures of your service is a requirement of the Childcare (Pre-school Services) Regulations 2006.

What is a Policy?

A policy is a collective agreed statement of beliefs. It exists to protect children, parents and staff. It is a course of action recommended or adopted by a service. (*Barnardos – Supporting Quality-second edition*)

What is a Procedure?

Procedures are the practices by which policies are implemented in the service – the way of doing things. The procedure is underpinned by the policy. (*Barnardos – Supporting Quality – second edition*)

Policies and Procedures for your service need to be developed by the Manager/Owner, Management Committee and in consultation with the Staff.

All parents should have read and understand the policies and procedures of your service.

All staff should have read and understand the policies and procedure of the sign and date to state so.

Your Policies and Procedures should be reviewed (at least annually) to reflect your current practice and to amend any changes required. Amendment date should be evident to see and all staff should sign that they have read and understood all amendments.

The following is a list of policies and procedures that may be required by a Pre School service. Please note that this list is not exhaustive. Policies and Procedures for a service should be service specific, i.e. identify with your current practice, they should be reviewed at least annually reviewed and signed and dated by all staff members

• Child Protection
• Recruitment
• Behaviour Management
• Administration of medication
• Infection Control
• Staff absence
• Healthy eating
• Management and Staffing
• Children with additional needs policy
• Working in partnership with parents/guardians policy
• Rest and sleep
• Safe sleep
• Staff training
• Students/volunteers
• Curriculum
• Observations
• Arrival and departure policy
• Accidents and Incidents
• Admissions policy
• Settling in
• Inclusion
• Authorisation to collect children

• Risk Management
• Staff Training
• Supervision
• Complaints
• Confidentially
• Use of internet and photographic and recording devices
• Equal opportunities
• Fees
• Toileting
• Allergy
• Calpol
• Hand washing
• Pest control
• Fire safety
• Cleaning
• Health and Safety
• Nappy change/toileting
• Outdoor play
• Sickness exclusion- staff
• Sickness exclusion – children

Additionally

• Transport
• Pets
• Audio visual equipment/TV
• Bullying
• Outings
• Overnight services

Qualifications

From 31st December 2016, all ECCE room leaders must hold a full QQI level 6 as a minimum and **ALL** staff working directly with children must hold a minimum of QQI Level 5.

A list of qualifications that that will be recognised for the purpose of these new Regulations is available on DCYA website (www.dcya.gov.ie).

If a staff member at your early years service finds that their existing qualification is not on this list, they may apply to the Department to have their qualification recognised. Details of this process are also available on the website (www.dcya.gov.ie) and staff members seeking recognition of their qualification should initiate the process at the earliest opportunity.

A list of **Early Years DCYA Recognised Qualifications** for the purposes of meeting the minimum qualification requirement in the pending Early Years Regulations and for meeting the contractual requirements for the DCYA Childcare Funding Programmes has been published on the DCYA website. This list will enable employees working in the Early Years sector in Ireland to verify whether the qualifications they hold will be recognised. This list also sets out the qualifications that will be recognised for the purposes of the DCYA Childcare Programmes, in particular, that of the qualification requirement for the room leader in the ECCE programme and for a service to receive the ECCE Higher Capitation rate. Where a qualification is not published on the list of DCYA Early Years Recognised Qualifications but the holder considers it to be an appropriate Major Award at Level 5 on the NFQ or equivalent, the holder can apply to have their qualification assessed for approval. If it is approved for recognition the details of the qualification will be added2 to the list of DCYA Early Years Recognised Qualifications

National Framework of Qualifications

NFQ Ireland

1 2 3 4 5 6 7 8 9 10

LEVEL 1 CERTIFICATE
LEVEL 2 CERTIFICATE
LEVEL 3 CERTIFICATE
JUNIOR CERTIFICATE
LEVEL 4 CERTIFICATE
LEVEL 5 CERTIFICATE
LEAVING CERTIFICATE
ADVANCED CERTIFICATE
HIGHER CERTIFICATE
ORDINARY BACHELOR DEGREE
HONOURS BACHELOR DEGREE
HIGHER DIPLOMA
POST-GRADUATE DIPLOMA
MASTERS DEGREE
HIGHER DOCTORATE
DOCTORAL DEGREE

QQI
SEC
INSTITUTES OF TECHNOLOGY
UNIVERSITIES

AWARDING BODIES

● Quality and Qualifications Ireland (QQI) makes awards in further and higher education and training

● SEC - State Examinations Commission *(Department of Education and Skills)*

● Institutes of Technology

● Universities

AWARDS IN THE FRAMEWORK

There are four classes of award in the National Framework of Qualifications:

⌒ **Major Awards:** named in the outer rings, are the principal class of awards made at a level

▲ **Minor Awards:** are for partial completion of the outcomes for a Major Award

■ **Supplemental Awards:** are for learning that is additional to a Major Award

◆ **Special Purpose Awards:** are for relatively narrow or purpose-specific achievement

European Qualifications Framework

For further Information consult: www.nfq.ie   www.QQI.ie

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Legislation

Child Care Legislation

The Department of Children and Youth Affairs (DCYA) is responsible for
policy input into the development and amendment of legislation in relation to children. The main pieces of legislation include the:

- Child Care Act, 1991
- Children Act, 2001
- Child Care (Amendment) Act, 2007
- Child Care (Amendment) Act, 2011
- Adoption Act 2010

Other legislation that has an impact on child care are:

- Health Act, 2004
- Health Act, 2007

Please note this list may not be definitive.

Regulations regarding children in care underpin the Child Care Act, 1991.
For more information log on to http://www.dcya.gov.ie/viewdoc.asp?DocID=2587&ad=1

On the 13 December 2014, new rules on the provision of food information to the consumer became applicable (Regulation (EU) No 1169/2011).   These rules replaced the previous rules on food labelling which were first introduced in 1979 and the nutrition labelling rules which were adopted in 1990. For further information visit https://www.fsai.ie/faq/allergens.html

See all legislation in relation to food safety:
https://www.fsai.ie/legislation/fsai_act_related.html

Please note a copy of legislation should be available on-site as part of the Tusla Early Years Inspection and as part of compliance with the Early Years Services Regulations 2016.

Government Programmes

ECCE

What is ECCE? The Early Childhood Care and Education Programme (ECCE) was introduced to provide all children access to two free years of a programme based activities in the year before they start primary school.

Every child is entitled to two free preschool (3 hours) over 38 weeks per year.

Eligibility Dates

To avail of the ECCE Programme with effect from	Children must have been born between the following dates (both dates inclusive)
September 2016-June 2017	1st January 2012-31st August 2013
January 2017-June 2017	1st January 2012-31st December 2013
April 2017-June 2017	1st January 2012-31st March 2014

For a full list of eligibility see below:

Some services offer extra hours (additional cost to parent). A service may also charge optional extras (additional costs). There are very clear guidelines around what a service can and cannot charge for. A parent should not feel under any obligation to avail of optional extras.

Potential optional extras (NB: Many of these will be provided by services free of charge – this <u>list simply states certain optional extras not excluded by the programme</u>)

Food over and above that which the service is required to offer children by the Pre-School Regulations, for the type of place provided. Children must also have the option of bringing their own snack instead.
Swimming classes, and other classes which involve instruction not normally part of a pre-school programme
Transport
School trips which incur a cost (e.g. admission fees etc)
Birthday parties (NB These should be free if simply a cake and a card etc, but it is recognised that in some cases, parents may wish to pay extra for an expensive event, e.g. a trip to have a party at a commercial play centre, and this is not prohibited. If a charge is made, it must <u>not</u> be charged to the other families)
Santa, Halloween parties, Easter Egg hunts etc (NB <u>If</u> there is a charge for such an event – and it is <u>not</u> recommended that there would be - it must be on a non-ECCE day)
Additional hours/weeks
'Gymboree' type events, where outside providers deliver an educational and/or entertainment based activity
Nappies / pull-ups (where applicable)
Class photo / yearbook
Merchandise, such as T-shirts etc
Aprons/smocks etc (option to wear one's own must also be allowed)
Graduation gowns (NB The option <u>not</u> to wear a hired gown at any graduation-type event must be allowed)
Gardening (where there is an education component, e.g. a plant cared for by the child during the year)
Baking (where this is a regular part of the programme)
Pedagogical documentation e.g. memory books / learning stories showing the development of the child in chronological order as shown through photos and artwork
Drama / school play productions (held once or twice a year) which incur a specific expense hiring a hall etc.

<u>Cannot be an extra charge</u>

Booking Fees (NB A refundable booking deposit may be taken, but it must not exceed four weeks capitation, and must be refunded by the end of October where the child has attended the service and DCYA has confirmed the child's eligibility for the programme)
Arts & Crafts materials
Worksheets
School trips which incur no cost (e.g. walking to a nearby park)
Report cards
Graduation diploma
Insurance
Claims to have higher quality, or to have lower staff ratios than other participating services
Different curricula
Unspecified "flexibility" in drop-off and collection times
Dancing (as opposed to programme-based dance instruction)
School plays/concerts
<u>Anything</u> which, in practice, is required for effective participation in the class

CCS/CCSP

What is CCS? The Community Childcare Subvention (CCS)(CCSP) programme is a support programme for community-based childcare services to provide quality childcare service at a reduced rate to parents. It is a programme which enables Community Childcare Services to give parents in receipt of certain social welfare payments (the majority of which are covered under the CCS Programme), Family Income Supplement, and holders of medical cards and GP visit cards, a reduction in their childcare fees.

There is a reference week in each year whereby qualifying parents may avail of CCS, i.e their child/children must be enrolled in the service during the reference week. (usually October each year)

For details of eligibility bands refer to http://www.dcya.gov.ie/viewdoc.asp?fn=/documents/ecce-scheme/20140904BandsandRatesSept2014.pdf

CCSP

What is CCSP?

The CCs Private (CCSP) covers the period March 2016-19th August 2016. Eligibility and band rates are the same as those for the existing CCS programme.

Further details can be found on the most recent DCYA published "Childcare Funding Programmes) published on the PIP portal.

Training and Employment Childcare Programmes (TEC)

What is TEC?

- The Childcare Education and Training Support Programme (CETS)

- The After-School Childcare Programme (ASCC)

- The Community Employment Childcare Programme (CEC)

CETS – for parents taking part in an eligible ETB/Solas training course. Places can be full time, part time or sessional.

How do you access a place?

Submit the following to your chosen childcare service:

- Letter of eligibility from ETB/Solas

- Proof of Parent and Child's PPS No.

- Completed CETS Application Form

CEC - Afterschool and Part Time place for parents on a CE Scheme.

How do you access a place?

Submit the following to your chosen childcare service:

- Letter of eligibility from CE Supervisor

- Proof of Parent and Child's PPS No.

- Completed CEC Application Form

ASCC – Afterschool Place for parents who meet the following criteria:

- Currently on Jobseekers Benefit, Jobseekers Allowance or One Parent Family Payment or on a DSP employment programme

    AND

- In receipt of the above (or any combination of the 4) for at least 3 months

    AND

- Have one or more children aged 4-13 years in primary school

    AND

- Either start a new job or increase the days you currently work OR start a DSP employment programme (except CE)

How do you access a place on ASCC?

Submit the following to your chosen childcare service:

- Letter of eligibility from DSP

- Proof of Parent and Child's PPS No.

- Completed ASCC Application Form

Please refer to "An Easy Guide to the National Childcare Funding Programmes"

Programme Implementation Platform (PIP)

The Programmes Implementation Platform (PIP) is an online system which streamlines the administrative processes across the three national childcare funding programmes (ECCE, TEC and C1CS). The objectives of PIP are to reduce paperwork and duplication of effort, simplify administration and enable the programmes to be managed more effectively and efficiently.

PIP is an integrated web-accessible system which has been designed to enhance the service experience of childcare service providers and the other stakeholders involved; City/County Childcare Committees, Pobal and DCYA.

www.pobal.ie/FundingProgrammes/EarlyEducationandChildcare/Pages/PIP.aspx

Contacts

Longford County Childcare Committee,
Enterprise Centre, Templemichael, Longford
0433342505
enquiries@longfordchildcare.ie

Department of Children and Youth Affairs,
Mespil Road, Dublin 4
01-3473000/ contact@dcya.gov.ie

Pobal, Holbrook House,
Holles Street, Dublin 2
01-2400700/enquiries@pobal.ie

PIP Online Support   01-5117222/onlinesupport@pobal.ie

Tax Clearance Certificates   pipdocuments@pobal.ie

Higher Capitation Applications/Queries   ECCEHigherCap@dcya.gov.ie

ECCE qualifications recognition   eyqualifications@dcya.gov.ie

ECCE Payments   Conor_Moore@dcyas.gov.ie

TEC, CCS and CCSP Payments   OnlineSupport@pobal.ie

TUSLA Early Years Inspectorate   044 9395544

HSE Primary Healthcare (PHN's)   043 3339728

Longford HSE Early Intervention Team   043 3332481

TUSLA Duty Social Care Workers, Tivoli House   043 3350584

TUSLA Child Protection & Welfare Service   Longford/Westmeath

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For a list of the local PHN's for Co Longford, please contact Longford County Childcare Committee.

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Longford County Childcare Committee
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Longford

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