

Longford
County Childcare
Committee



A GUIDE FOR CHILDCARE MANAGERS



November 2018

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



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We offer support to Childcare services as follows - 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:

- Support with the Programme Implementation Platform (PIP)
- Support and guidance to a service with the delivery of the four national programmes:
 - Early Childhood Care and Education (ECCE)
 - Community Childcare Subvention (CCS)
 - Community Childcare Subvention Plus (CCSP)
 - Community Childcare Subvention Resettlement (CCSR)
 - Community Childcare Subvention Resettlement (Transitional) CCSR (T)
 - Training and Employment Childcare (TEC)
- Assist services in developing Policies and Procedures
- Support with Financial Management and Sustainability
- HR Support - Recruitment
- 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; locally and nationally.
- Support regarding continuing professional development (CPD).

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 with staff and room leaders.
- 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 DEASP 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 – detailing time, date, what happened, how it was dealt with, signed and dated by two staff members and parent/guardian. Refer to Policy and Procedure on same.
- Staff Sign in/out register (sign out for breaks)
- Manager contactable by phone at all times.
(Deputy in place of Manager when off site)
- Check Risk Assessments.
- Check cleaning schedules are completed daily.
- 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 & allergens noted .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.
- All income from parents must be receipted and lodged to bank account – refer to Internal Financial Procedures.

Daily Checklist for a Childcare Manager contd..

- Check PIP for any updates – contact LCCC or PIP support as required
- Be aware of weekly financial situation – check bank balance
- 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.



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. Individual Action Plan for children with severe allergies.
- 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.

General Checklist for a Childcare Manager contd...

- All records are up to date for Service Providers on file as per Tusla Regulations.
- 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. Those who use cars for Afterschool collection ensure insurance is in place.
- 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.
- Record kept for Cleaning Schedules & Safe catering as per Regulations on display.
- Keep an up to date Child Safety Guarding Statement on display in service. Make sure all staff are up to date in training & procedures.
- All employees, unpaid workers and contractors are appropriately supervised and provided with information, and where necessary training, in relation to the policies and procedures of the service .
- Staff should all be familiar with Síolta/Aistear quality frameworks and planning, observations and curriculum linked to the principles and themes of same.
- Outdoor space is made available to children (ref Regulation 20)
- Ensure evidence of the child's activities are displayed for parents to view, linking to Aistear Síolta Practice Guide.
- Ensure all written observations of children's development are recorded, linking to Aistear Síolta.

General Checklist for a Childcare Manager contd...

- Ensure Parents Handbook is in place, given to all parents on enrolment. Ensure this contains all details as per Regulation 17:
- Regular staff meetings/supervision should be held, and recorded on file.
- Keep a staff training record and ensure all training requirements are fulfilled (e.g. children first, first aid, FAR, 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 firefighting 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, Aim, Betterstart,
- Liaise with Pobal Verification Team.
- Liaise with Co Longford PHN's through the Primary Healthcare.
- Liaise with HSE Early Intervention Team
- Liaise with the TUSLA Duty Social Care Social Workers.
- Ensure staff schedule is available on display in staffroom.
Schedule non-contact time for all staff to plan and reflect on their work.
- Ensure PRSA pension contributor is appointed and all staff are made aware they can contribute and have appointment doc on display in staff room.

Regulation 9 Management & Recruitment

Children First : National Guidance for the Protection and Welfare of Children ,2017 – sets out the statutory responsibilities for mandated persons and organisations under the Children First Act, 2015.

Regulation 9(1) states “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,”

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. It should be reiterated that an adult is a person of 18 years or more. In no circumstances should any person under the age of 18 years 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.



Regulation 9 Management & Recruitment contd...

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

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).

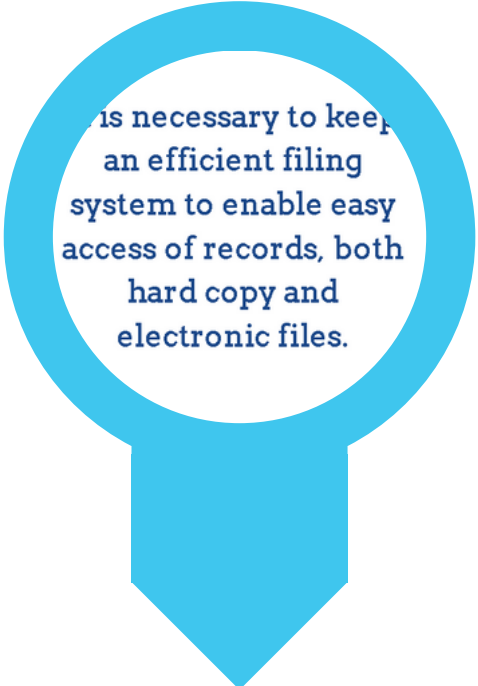
Parental fees may be by direct debit, cheque or cash and a receipt given for all payments. Cheque and cash payments must be lodged to Bank Account in a timely manner and recorded in cash book. A Collection of Fees policy should be drawn up to avoid a build-up of non-payment of fees.

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. All hard copies should be stored in a locked desk/cabinet as per data protection policy.

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.

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. (only applicable for providers participating in CCS)

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 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/app/uploads/2018/06/Managing-Better-volume-2-Financial-Management.pdf>

A verification checklist is available on the PIP Portal:

<https://pip.pobal.ie/Shared%20Documents/Service%20Provider%20Checklist%202018-2019.pdf>

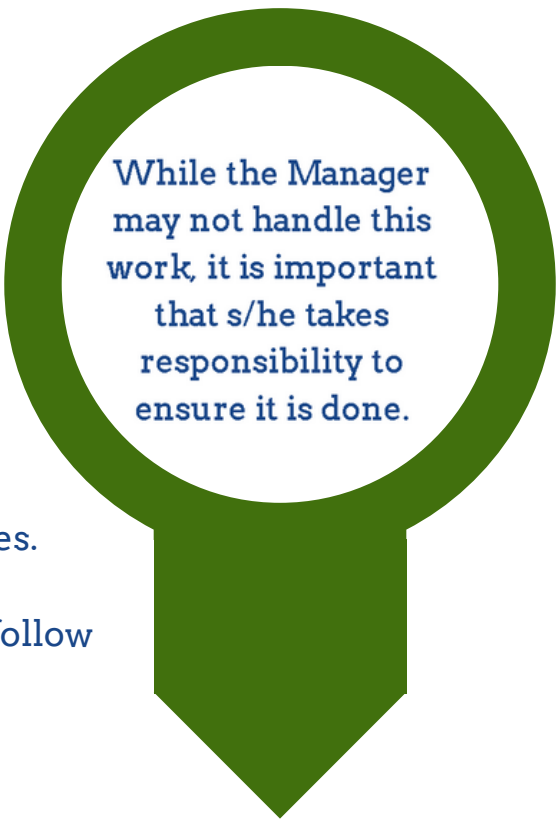


Reporting

1. A financial report is prepared by Manager of a Community Service 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. A Community Service 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 submitting. 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. Your company Auditor will complete a 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, however this may be done internally. A copy of audited accounts must be submitted to Pobal within 4 months of financial year end. Pobal will instruct details of submitting of same .ie. – email address, time etc. B10 must be submitted if a director joins/leaves the company, your accountant can do this, but it can also be done internally. PAYE Modernisation-effective 1/1/2019. For providers who run payroll in house, they must ensure they follow Revenue guidelines. Providers must be registered with ROS. If your accountant/bookkeeper runs payroll, they will follow PAYE Modernisation.



While the Manager may not handle this work, it is important that s/he takes responsibility to ensure it is done.

Human Resources (HR)/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/managing-better-toolkits/>

Further information is available from Pobal Publication: Volume 3
Human Resources for Community and Voluntary Groups

<https://www.pobal.ie/managing-better-toolkits/>

Refer also to Regulation 9 Management and Recruitment of Early Years Services Regulations 2016

This series on Pobal has 3 sections

- Good Governance
- Financial Management
- Human Resources



Policies & Procedures

The policies and procedures of your service is a requirement of the Childcare (Pre-school Services) Early Years Services Regulations 2016.

What is a Policy?

A policy is a collective agreed statement of beliefs. It exists to protect & provide guidance for 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 procedures of the service & then 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.



Policies & Procedures contd...

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 , ratified by Committee/ Owner, then be reviewed and signed and dated by all staff members.

- Child Protection - Child Safeguarding Statement
- Recruitment
- Behaviour Management (Regulation 9)
- Administration of medication(Regulation 7)
- Infection Control
- Staff absence (Regulation 8)
- Healthy eating (Regulation 26)
- Management and Staffing (Regulation 8 & 14)
- Children with additional needs policy
- Working in partnership with parents/guardians policy (Regulation 5)
- Rest and sleep (Regulation 5 & 28)
- Safe sleep (Regulation 28)
- Staff training (Regulation 8)
- Students/volunteers (Regulation 8)
- Curriculum (Regulation 5)
- Observations (Regulation 5)
- Arrival and departure policy (Regulation 14)
- Accidents and Incidents
- Admissions policy
- Settling in
- Inclusion
- Authorisation to collect children
- Risk Management
- Staff Training
- Supervision
- Complaints
- Confidentiality
- Use of internet and photographic and recording devices

Policies & Procedures contd...

- Equal opportunities
- Fees
- Toileting
- Allergy
- Administering of Calpol
- Hand washing
- Pest control
- Fire safety
- Cleaning
- Health and Safety – Safety Statement
- Nappy change/toileting
- Outdoor play
- Sickness exclusion- staff
- Sickness exclusion – children
- Outings Policy
- Hygiene & Handwashing Policy
- Food & Hygiene Policy
- Parent Handbook
- Garda Vetting
- Social Media Policy
- Data Protection
- Collection of Fees
- Collection of Children (for After-School services only)

Where applicable:

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

Qualifications

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

A list of qualifications that that will be recognised for the purpose of these new Regulations is available on DCYA website (www.dcy.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.dcy.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 added to the list of DCYA Early Years Recognised Qualifications



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

<https://www.dcy.gov.ie/docs/EN/Review-of-the-Child-Care-Act-1991/4500.htm>

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/legislation/food_legislation/food_information_fic/allergens.html

See all legislation in relation to food safety:

<https://www.fsai.ie/legislation.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, see table below

Table 1: Eligibility for ECCE by month of birth		
Birth date between	Eligible Enrolment date(s)	ECCE end date
1 st January 2014 - 31 st March 2014	1 st April 2017, 1 st September 2017 + 1 st September 2018*	June 2019
1 st April 2014 - 31 st August 2014	1 st September 2017 + 1 st September 2018*	June 2019
1 st September 2014 - 31 st December 2014	1 st January 2018 + 1 st September 2018*	June 2019
1 st January 2015 - 31 st December 2015	1 st September 2018 + 1 st September 2019	June 2020
1 st January 2016 - 31 st December 2016	1 st September 2019 + 1 st September 2020	June 2021
1 st January 2017 - 31 st December 2017	1 st September 2020 + 1 st September 2021	June 2022
1 st January 2018 - 31 st December 2018	1 st September 2021 + 1 st September 2022	June 2023
1 st January 2019 - 31 st December 2019	1 st September 2022 + 1 st September 2023	June 2024



Government Programmes contd...

LINK TO DCYA PROGRAMME RULES

<http://longfordchildcare.ie/wp-content/uploads/2018/08/Rules-for-DCYA-Childcare-Programmes-2018-19-doc.pdf>

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, this should be made clear to a Parent.

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

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 preschool programme

Transport

School trips which incur a cost (e.g. admission fees)

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 (option to wear one's own must also 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)



Government Programmes contd...

Pedagogical documentation e.g. memory books / learning stories showing the development of the child in chronological order as shown through photos and artwork

Cannot be an extra charge

Booking Fees (NB; a refundable booking deposit may be taken, but it must not exceed four weeks capitation, and must be refunded once the child is successfully registered on PIP.)

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

Anything which is required for effective participation in the programme



Government Programmes contd...

CCS/CCSP

The Community Childcare Subvention (CCS) Programme is a childcare programme targeted to support parents on a low income to avail of reduced childcare costs at participating community childcare services. The Department of Children and Youth Affairs (DCYA) pays for a portion of the childcare costs for eligible children, a payment described as a subvention payment, with the parent paying the remainder.

The CCS is only available through participating community not-for-profit childcare services. The service provider submits an application for CCS on behalf of the parent to the DCYA. CCS subvention is available for 52 weeks of the year. The CCS programme covers the academic year, starting in September and finishing in August. This is referred to as the Programme year.

The relevant child must be less than 15 years of age. A child will not be eligible if they are enrolled on any other DCYA childcare programme.

What is CCSP?

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

A child must be under 15 years of age to be eligible for CCS Plus. CCS Plus subvention is available for up to 52 weeks of the programme year.

The Band Rates and Subvention table can be found below

Required documents for CCS/CCSP, please see [Rules-for-DCYA-Childcare-Programmes-2018-19-doc.pdf](#), as well as all eligibility information for both programmes.

Government Programmes contd...

TEC

The objective of the TEC (Training and Employment Childcare) Programmes is to support parents on eligible training courses and eligible categories of parents returning to work, by providing subsidised childcare places.

There is three programmes under TEC, namely CETS, ASCC and CEC.

Childcare Education and Training Support programme (CETS)

The CETS Programme formerly catered for FAS and VEC training course participants and now provides childcare on behalf of the Local Education and Training Boards and Secondary Schools.

After-School Child Care programme (ASCC)

The ASCC is administered on behalf of the Department of Social Protection (DSP) and provides afterschool care for primary school children for certain categories of working parents and parents on DSP employment programmes (not including Community Employment).

Community Employment Childcare programme (CEC)

The CEC is administered on behalf of the Department of Social Protection (DSP) and provides childcare for children of parents who are participating on Community Employment schemes.

Required documents for TEC, please see [Rules-for-DCYA-Childcare-Programmes-2018-19-doc.pdf](#), as well as all eligibility information for all 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 CCS). 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.

<https://www.pobal.ie/programmes/>

You will be provided with PIP login details & instructions from Pobal:
Contact LCCC for assistance with this.

Contacts

Department of Children and Youth Affairs,
50-58 Lower Baggot Street, Dublin 2
01-6473000/ 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	onlinesupport@pobal.ie
ECCE qualifications recognition	eyqualifications@dcya.gov.ie
ECCE Payments	onlinesupport@pobal.ie
TEC, CCS and CCSP Payments	onlineSupport@pobal.ie
TUSLA Early Years Inspectorate (0906637810)	044 9384478 Aileen Kennedy
HSE Primary Healthcare (PHN's)	043 3339728

Longford HSE Early Intervention Team 043 3332481

TUSLA Child and Family Agency, Primary Care Centre,
Harbour Row, Mullingar 044 9353997

For a list of the local PHN's for Co Longford, please log onto www.hse.ie

Tusla Registrations 061 461708/061 461709



Longford County Childcare Committee



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