



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

Rules

for the

Community Childcare Subvention Plus (CCSP) Saver Programme

Valid for the 2022/2023 Programme Year

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

Contents

GLOSSARY OF TERMS.....	5
Introduction	7
Chapter 1 Obligations of an Approved Provider	8
1.1 Obligations of an Approved Provider.....	8
1.2 Status of an Approved Provider	8
1.3 Tusla Registration.....	9
1.4 Tusla Deregistration	9
1.5 Service Reference Number	9
1.6 Change of Circumstances for an Approved Provider	9
1.7 Staff Qualifications	10
1.8 Contact Information.....	10
1.9 Funding Agreements	11
1.10 Registration of Fees List & Service Calendar.....	11
Chapter 2 Fees List.....	12
2.1 Fees List Requirement.....	12
2.2 Deposits	12
2.3 Requirements for parents/guardians signing an approved Service Fees Information Letter	12
2.4 Fee changes.....	13
2.5 Document display requirement	13
2.6 Document filing requirement	13
2.7 CCC Checks	14
Chapter 3 Service Calendar	15
3.1 Service Calendar Requirement	15
3.1.1 Calendar Minimum Opening Weeks	15
3.2 Document display requirement	15
3.3 Changes to Service Calendars	15
3.4 Payment of 52 weeks for 50 weeks' attendance	16
3.5 CCC Checks	16
Chapter 4 Savers.....	17
4.1 Description of a CCSP Saver for the 2022/23 Programme Year	17
4.2 Eligibility for Saver Status for a CCSP Saver	17
4.3 Retention of the CCSP Saver Status	17
4.3.1 Saver Voluntarily Leaves a Service	17

4.3.2 Saver Involuntarily Leaves a Service	17
4.3.3 Eligible Saver transfers from CCSP Saver Programme to ECCE.....	18
4.4 Services Not Operating During Summer Months (Non-Term Time).....	18
Chapter 5 Overview of CCSP Saver Programme	19
5.1 CCSP Saver Programme.....	19
5.2 Attending more than one service	19
5.3 Types of places under the CCSP Saver Programme	20
5.4 AIM.....	20
5.5 Service closure	20
Chapter 6 Eligibility for the CCSP Saver Programme	21
6.1 Eligibility.....	21
6.2 Required information.....	21
Table 1 CCSP Saver Programme Band Eligibility	22
Chapter 7 Child Registration	24
7.1 Entering a Saver on the CCSP Saver Programme	24
7.2 CCSP Saver Programme Registration	24
Chapter 8 Appeals	25
8.1 Process for making an appeal for an awarded band	25
Chapter 9 Attendance.....	26
9.1 Non Attendance	26
9.2 Special Circumstances.....	26
Table 2 Qualifying Special Circumstances.....	26
9.3 Reduction in attendance	27
9.4 Persistent under-attendance	27
9.5 Departure from a service	27
9.6 Exception to the 4 Weeks' Notice Period Rule	27
Chapter 10 Record Keeping.....	28
10.1 Obligation of an Approved Provider	28
10.2 Requirement to Maintain Attendance Records.....	28
10.3 Failure to Maintain Appropriate Attendance Records	29
Good Practice Guide - Attendance Records.....	30
SAMPLE CHILD ATTENDANCE RECORD	31
SAMPLE STAFF ATTENDANCE RECORD	32
Chapter 11 Compliance.....	33

11.1 Responsibility of an Approved Provider.....	33
11.2 Compliance File	33
11.3 Compliance Visits	34
Chapter 12 Force Majeure	35
12.1 Force Majeure and Funding	35
12.2 Force Majeure Clause	35
12.3 Force Majeure Claim Process.....	35
12.5 Payment of Force Majeure	35
Chapter 13 Childminders	36
13.1 Description of a Childminder	36
13.2 Childminders Tusla registration	36
Table 3 Childminder maximum numbers.....	36
Chapter 14 Financial Requirements.....	37
14.1 Responsibilities of an Approved Provider	37
14.2 De-committal and Recovery Procedures	38
Chapter 15 FAQs for the CCSP Saver Programme	39

GLOSSARY OF TERMS

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

“CCC” means the City/County Childcare Committee. The CCCs are funded by the DCEDIY to act as the local agent in the delivery of ELC and SAC.

“CCSP Saver” for the purposes of the 2022/2023 programme year, means a person who was registered for the CCSP Saver programme on the 12th of March 2020 in the 2019/2020 programme year and was in attendance and retained a registration under the CCSP Saver Programme 2021/2022, and who did not leave the CCSP Saver Programme to register for NCS.

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

“Early years’ service” as defined in the [Child and Family Agency Act 2013](#), means a service providing a pre-school service and /or a school age service.

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

“Fee” means the sum of money that a provider charges a parent for childcare services before discount of any subsidy. It shall be detailed in the Service Fees Information Letter and shall be agreed between the parent and the childcare Approved Provider before the parent signs off on this form.

“Early Years Platform (EYP)” means an all service system that service providers can use to manage the administration of their facility or facilities, including organisation details, funding agreements, registrations and funding related to all DCEDIY schemes. The platform can also be used to submit queries and receive responses and information from the Early Years Provider Centre.

“Early Years HIVE(EY HIVE)” is the name for the service provider portal for the Early Years Programmes.

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

“NCS” means the National Childcare Scheme.

“Pre-school service” means any pre-school, play group, day nursery, crèche, day-care or other similar service which caters for pre-school children.

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

“Registration” means the point at which the Approved Provider adds a child to the Scheme system (via the provider portal).

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

“Service” means a Tusla registered ELC or combined ELC and SAC service which is registered with Tusla on the register of childcare Approved Providers maintained by Tusla under section 58C of the Child Care Act 1991.

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

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

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

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

“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 will continue for the 2022/2023 programme year which runs from the 15th August 2022 to 11th August 2023.

The 2022/2023 CCSP Saver Programme has transitioned from PIP to the EY HIVE . All 2022/2023 CCSP Saver Programme registrations will now be processed on the EY HIVE.

The CCSP Saver Programme is administered by Pobal as the Scheme Administrator, on behalf of the Department. 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 01-5117222.

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

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

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

The CCSP Saver Programme provides support for eligible parent/guardians on a low income to avail of reduced childcare costs at participating childcare services during the 2022/2023 programme year.

Children who were registered for the CCSP Saver programme on the 12th March 2020 in the 2019/2020 programme year and were in attendance and retained registrations under the CCSP Saver Programme 2021/2022, and who did not leave the CCSP Saver Programme to register for NCS, will be regarded as eligible 'Savers' for the purposes of the 2022/2023 programme year.

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.

No registrations can be made under the CCSR or the CCSR(T) Programme. All eligible children must now be sponsored onto the National Childcare Scheme (NCS). The NCS Sponsor's team can be contacted at 01-9068535 or by email at sponsors@ncs.gov.ie.

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

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.

The local City and County Childcare Committees (CCCs) are the first port of call for both parents/guardians and childcare providers in relation to any queries on the CCSP Saver Programme. The CCCs are funded by the DCEDIY to act as the local agent in the delivery of ELC and SAC. The CCCs provide assistance and guidance to local Approved Providers and parents in relation to the childcare programmes, and support quality in keeping with national frameworks and policy

objectives. The CCCs work in collaboration and partnership with other organisations such as the Scheme Administrator, including Better Start Quality Development Service/AIM, and Tusla in the development and support of ELC and SAC services locally. Contact details for your local CCC can be found at myccc.ie.

Approved Providers can contact the Early Years Provider Centre eypc@pobal.ie or 01-5117222 for assistance in administering the rules of the CCSP Saver Programme as well as any technical issues with the EY HIVE. The Scheme Administrator's 'How to Guides' for the CCSP Saver Programme are available on the EY HIVE.

As part of the DCEDIY's commitment to raising the quality of ELC, the NCS provides financial support for eligible children aged from 24 weeks who are attending participating Tusla registered services. Further information on NCS is available in the NCS Policy Guidelines which are available on the NCS website www.ncs.gov.ie.

Chapter 1 Obligations of an Approved Provider

1.1 Obligations of an Approved Provider

There is an obligation on those in receipt of public funding to strictly adhere to all the rules contained in this entire document as set out by the Minister.

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

The Approved Provider must be aware of and comply with all relevant legal and regulatory obligations.

Services who provide an ELC service must meet the early learning and care principles and standards of Aistear and Síolta to support the learning and development of all children from birth to six years through the provision of an appropriate curriculum.

1.2 Status of an Approved Provider

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 shall take all practical measures to safeguard the Health, Safety and Welfare of the children attending the service and to comply with the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) and the [Child Care Regulations \(The Child Care Act 1991 \(Early Years Services\)\(Amendments\)\) Regulations 2016](#) and the [Child Care Act 1991 \(Early Years Services\) \(Registration of School Age Services\) Regulations 2018 \(as amended\)](#) .

1.3 Tusla Registration

A service must be registered with Tusla to be eligible to receive funding from DCEDIY. Services who provide both an ELC and an SAC service must be registered with Tusla for both services. All facilities/locations operated by a service 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 as defined under 5.3 e.g. services cannot be funded for part-time places when registered with Tusla as a sessional service. It is compulsory for all services providing childcare to register with Tusla. Full details on how to register a service can be found on the Tusla website www.tusla.ie or alternatively you can contact your local CCC (myccc.ie).

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. Please also note that these types of services are not eligible to receive funding under the CCSP Saver Programme. For further information please contact your local CCC.

1.4 Tusla Deregistration

As the Independent Regulator, Tusla's role is to monitor the safety and quality of care and support of children in early years' and school age childcare provision to ensure compliance with regulations. Where there are consistent and serious breaches, Tusla may take action up to and including prosecution and removal from the register of early years' services and school age services.

If Tusla issue a service with 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 during the 21 day Tusla deregistration notice period without being required to serve the normal four week notice period to the service as per the rules for attendance in Chapter 9 of this document. When the Department is notified by Tusla that a service has been deregistered, funding is stopped with effect from the date of deregistration. Please see Chapter 4.3: Retention of the CCSP Saver Status for further information.

1.5 Service Reference Number

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

To get a Service Reference Number services 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 5117222 or at eypc@pobal.ie

1.6 Change of Circumstances for an Approved Provider

In the following circumstances an existing service must request a new Service Reference number.

- i. In the case of a transfer of ownership of a service, the service must log on to the EY HIVE with all relevant details in order to request a new Service Reference number.
- ii. In the case of a change of legal status of a service, the service must log on to the EY HIVE with all relevant details in order to request a new Service Reference number.
- iii. In the case of a change of address of a service, the service must ensure the new address/premises is registered with Tusla and must then log on to the EY HIVE with all relevant details in order to request a new Service Reference number.
- iv. In the case of expansion of a service to an additional Tusla registered premises, the service 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 Service Reference number. Please note that the children in attendance at the new/additional premises must be registered under the new Service Reference number.

1.7 Staff Qualifications

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

The DCEDIY has published a list of qualifications that meet the regulatory requirements for working in the ELC sector in Ireland. This list can be found on the DCEDIY page of the Gov.ie website: [Link to list](#).

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

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

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

1.8 Contact Information

An Approved Provider must provide an e-mail 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 home address is different to the facility address, both addresses must be provided (this does not apply to limited company). A contact telephone number, at which the Primary Authorised User(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 on boarded to the EY HIVE with an active NCS Programme application in order to participate in the CCSP Saver Programme. The Approved Provider shall administer the CCSP Saver Programme via the EY HIVE. They shall access the EY HIVE website (EarlyYearsHive.ncs.gov.ie) to ensure that they are familiar with the most up to date online programme administration procedures as well as the relevant CCSP Saver Programme 'How to Guides' for Approved Providers, available on the EY HIVE portal.

1.9 Funding Agreements

The Approved Provider shall complete all requirements and have a Funding Agreement in place with the Department two weeks before the service commences the CCSP Saver Programme. A date later than the commencement of the start of the programme year on 15th August 2022 may be permitted where the Minister deems it appropriate.

1.10 Registration of Fees List & Service Calendar

The Approved Provider must upload a fees list and a service calendar to the EY HIVE a minimum of two weeks prior to the service opening for the new programme year.

Services opening after the start of the programme year must have both their fees lists and calendars uploaded on the EY HIVE a minimum of two weeks in advance of their opening.

The fees lists must demonstrate that the appropriate reductions in childcare fees for qualifying parents will be applied. This fees list and service calendar will be subject to review by the relevant CCC. For more information please refer to Chapters 2 and 3 of this document and the 'How to Guides' on the EY HIVE.

Chapter 2 Fees List

2.1 Fees List Requirement

Approved Providers must have a Fees List completed a minimum of 2 weeks before they open for the 2022/2023 programme year. A fees list must show details of all the fees charged to parents, as well as details of any additional charges, discounts, voluntary donations etc. applied by the service.

An Approved Provider's fees list for the CCSP Saver Programme must be on the EY HIVE before a funding agreement can be activated.

If an Approved Provider does not collect deposits or offer any discounts this must also be completed on the fees list.

2.2 Deposits

An Approved Provider must give an accurate description, the total cost and frequency with which they may occur, of any deposit requested on its' fees list.

The **maximum** deposit a provider may charge is equivalent to two weeks' payment. The full amount of the **DCEDIY subvention held on deposit must be refunded** to the parent/guardian **once the child's registration is approved**. There is no exception to this rule.

When and how the balance of the deposit is returned to the parent/guardian is a matter for the provider, however it is recommended that this timeframe is agreed initially between both parties i.e. **before** monies are exchanged.

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

2.3 Requirements for parents/guardians signing an approved Service Fees Information Letter

Parents/guardians, initial each section and sign an EY HIVE approved Service Fees Information Letter to indicate that they understand the charges that the service will apply. Fees lists are subject to review by the Department/Scheme Administrator/CCC.

For the 2022/2023 programme year DCEDIY will accept confirmation of receipt of the Service Fees Information letter by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the Approved Provider and parent/guardian. However, the parent/guardian should be given the option of e-mail. Parents who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents/guardians should be asked to reconfirm the appropriate e-mail to use and the Approved Provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family. No other form will be accepted in lieu of DCEDIY's Service Fees Information Letter and one letter must be filled out per child i.e. there cannot be 2 or more children's names on 1 completed letter.

Approved Providers must keep copies of all emails for compliance purposes on site in order to be available for inspection.

2.4 Fee changes

Any changes to Fees List must first be approved by the CCC before informing the parents/guardians of Savers.

Parents must be given 20 working days' written notice of any change to the Fees List.

Where the Fees List has been revised, an amended Service Fees Information Letter must then issue and be signed by the parents/guardians for the service's files.

Copies of Service Fees Information Letters subsequently issued and signed must be retained on file on the premises.

An updated copy of the Fees Lists must be published in an area of the service accessible to parents, as well as on any online platform maintained by the Approved Provider for the purpose of advertising its services. Approved Providers must keep Fees Lists updated to reflect all current fees charged to parents as well as details of any changes to any other charges or discounts applied by the service, on the EY HIVE at all times.

2.5 Document display requirement

A copy of the Fees List, together with copies of any standard letters issued to parents (to include Service Fees Information letters), must be published in an area of the service accessible and visible to parents, as well as being clearly displayed on any online platform maintained by the Approved Provider which is for the purpose of advertising its services.

For the 2022/2023 programme year DCEDIY will accept confirmation of receipt of any of the appropriate documents by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the Approved Provider and parent/guardian. However, parents/guardians should be given the option of e-mail. Parents/guardians who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents/guardians should be asked to reconfirm the appropriate e-mail to use and the Approved Provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family.

As a condition of the CCSP Saver Programme Funding Agreement for the 2022/2023 programme year, Approved Providers agree to allow the Minister/the Scheme Administrator to publish their fees online and in any form. The Minister/the Scheme Administrator also reserves the right to publish this data and use the data in aggregate form for the purpose of reporting on fees.

2.6 Document filing requirement

Approved Providers must have a signed Service Fees Information letter on file on site, in respect of each parent/guardian of a child on the CCSP Saver Programme, showing the fees that have been approved. These fees must match those shown on the Fees List.

2.7 CCC Checks

It should be noted that the CCCs will be checking fees lists 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 fees list(s). If after this time the fees lists have not been updated as per the CCCs direction, the Scheme Administrator will be notified for further follow up. Sanctions may be applied if fees lists are found to contravene any rules/policies of the CCSP Saver programme.

Chapter 3 Service Calendar

3.1 Service Calendar Requirement

Approved Providers must have a Calendar completed a minimum of 2 weeks before they open for the 2022/2023 programme year. The services' calendar must be uploaded on the EY HIVE before a funding agreement can be activated.

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

A service calendar must be distributed to all parents/guardians when the child starts, showing the days the service is due to be open under the CCSP Saver Programme year 2022/2023.

3.1.1 Calendar Minimum Opening Weeks

Services in contract for the CCSP Saver Programme must be open for a minimum of 37 weeks over the programme year.

If a service is instructed to close on public health grounds by the Public Health Authorities/the HSE (evidence of which must be provided), the weeks of closure can be counted as part of the 37 week rule.

3.2 Document display requirement

A copy of the service calendar, together with copies of any standard letters issued to parents, must be published in an area of the service accessible and visible to parents as well as on any online platform maintained by the provider for the purpose of advertising its services.

For the 2022/2023 programme year DCEDIY will accept confirmation of receipt of the CCSP Saver Programme calendars by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the Approved Provider and parent/guardian. However, parents/guardians should be given the option of e-mail. Parents/guardians who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents/guardians should be asked to reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family.

3.3 Changes to Service Calendars

Any changes to a service calendar must first be approved by the CCC before informing the parents/guardians of Savers.

Parents/guardians must be given 20 working days' written notice of any change to the services' calendar once the calendar has been approved by the CCC.

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

The Department will also accept confirmation of receipt of the updated calendar by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the Approved Provider. However, parents/guardians should be given the option of e-mail. Parents/guardians who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents/guardians should be asked to reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family.

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

3.4 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 service will be paid for 52 weeks.

During the 2022/2023 programme year if a service has been instructed to close on public health grounds by the Public Health Authorities/the HSE, the weeks that the service are closed will contribute towards the 50 weeks plus in attendance during this programme year. The service must provide proof of this compulsory closure in order to be eligible for the payment of the 52 weeks.

Payments will be calculated at the end of the 2022/2023 programme year.

For further information on service calendars please contact your local CCC or refer to the Scheme Administrator's 'How to Guide - CCSP Saver Programme Fees list and Service Calendar 2022-2023' on the EY HIVE.

3.5 CCC Checks

It should be noted that the CCCs will be checking all calendars 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 the calendar(s). If after this time the calendars have not been updated as per the CCCs direction, the Scheme Administrator will be notified for further follow up.

Chapter 4 Savers

4.1 Description of a CCSP Saver for the 2022/23 Programme Year

A CCSP Saver, for the purposes of the 2022/2023 programme year, means a person who was registered for the CCSP Saver Programme on the 12th of March 2020 in the 2019/2020 programme year and was in attendance and retained a registration under the CCSP Saver Programme 2021/2022, and who did not leave the CCSP Saver Programme to register for NCS.

4.2 Eligibility for Saver Status for a CCSP Saver

The beneficiaries who remain eligible for the 2022/2023 programme year, subject to the following conditions set out hereunder, can choose to avail of subsidised childcare on the CCSP Saver Programme for the 2022/2023 programme year i.e. 15th August 2022 to 11th August 2023.

An eligible child must be:

1. Under the age of 15 years and;
2. Registered on the CCSP Saver Programme on 12th March 2020 in the 2019/2020 programme year, been in attendance and retained a registration under the CCSP Saver Programme 2021/2022 and who did not leave the CCSP Saver Programme to register for NCS at any time;
3. In attendance at a TUSLA registered service within 4 weeks of the service opening for the 2022/2023 programme year;
4. Registered by an Approved Provider on the EY HIVE under the CCSP Saver Programme Funding Agreement 2022/2023, and,
5. In attendance in a service (see no.3 above) in accordance with the session type and pattern of attendance that the child has been registered as for the CCSP Saver programme on the EY HIVE.

When a registration is submitted on the EY HIVE for the 2022/2023 programme year, a check will be carried out on the parent's/guardian's eligibility status, currently by API via the Department of Social Protection (DSP) and HSE database (for medical card holders and GP Visit cards for children aged 6+).

4.3 Retention of the CCSP Saver Status

4.3.1 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 one service to the other. 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.

4.3.2 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 12 week continuous period to take up a CCSP Saver Programme childcare place/be in attendance in a registered service to retain their Saver status. Therefore the child must

be in attendance in a service by the end of the 12th week. The 12 weeks are defined by non-payment/non payable weeks. The 12 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 the NCS.

4.3.3 Eligible Saver transfers from CCSP Saver Programme to ECCE

Where a child who was an eligible Saver on 12th March 2020 left the CCSP Saver Programme to enrol in the ECCE programme they can retain their Saver status for the 2022/2023 programme year.

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

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

- (1) they attend their chosen Tusla registered service within 4 weeks of the service opening for the 2022/2023 programme year
and
- (2) they meet the criteria of an eligible Saver.

Chapter 5 Overview of CCSP Saver Programme

5.1 CCSP Saver Programme

The CCSP Saver Programme commences on 15th August 2022 and runs until 11th August 2023. This is referred to as the Programme Year.

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

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

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

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

Eligible children who were registered in the CCSP Saver programme on the 12th March 2020 in the 2019/2020 programme year and who choose to remain on CCSP Saver Programme and were in attendance and retained a registration under the CCSP Saver Programme 2021/2022, and who did not leave the CCSP Saver Programme to register for NCS are called 'Savers'.

Parents/guardians with Saver registrations will be assessed for eligibility once they have a registration on the EY HIVE for the 2022/2023 programme year. Please refer to 8.1 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 one year period/term, i.e. for a maximum of 52 weeks of the year from the commencement of the CCSP Saver Programme.

No new registrations can be made under the CCSP Saver Programme for children who have not been previously registered on 12th March 2020.

5.2 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. five days full time.

5.3 Types of places under the CCSP Saver Programme

Services 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 day-care 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)

5.4 AIM

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

In order for a child on the CCSP Saver Programme to access AIM supports, they must be ECCE age eligible. For information on ECCE age eligibility please see the Department website:

www.gov.ie/DCEDIY.

For more detailed information on AIM, please refer to the dedicated AIM webpages 'For Parents', 'For Approved Providers', 'News', and 'Frequently Asked Questions' and 'Key Documents and Resources' on www.aim.gov.ie.

Your local CCC (www.myccc.ie) will also be able to provide further information and guidance.

5.5 Service closure

If a childcare provider closes its service, notice must be submitted in writing immediately to their local CCC and to eypc@pobal.ie. A service closure requires the service to end date all current registrations at the closure date.

In situations where a service closes, the Savers who are in attendance will retain their Saver status provided they are in attendance with another Approved Provider within 12 weeks after the end dating of the Savers' registration on the EY HIVE. (12 weeks are defined as non-payable weeks).

Chapter 6 Eligibility for the CCSP Saver Programme

6.1 Eligibility

A child must be under 15 years of age to be eligible for the CCSP Saver Programme. CCSP Saver Programme subvention is available for up to 52 weeks of the programme year for eligible Saver children subject to the conditions in Chapter 4 above. The Band Rates and Subvention table for CCSP Saver Programme can be found on Table 1 in this document.

6.2 Required information

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

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

For medical card holders, a verification check will be carried out via the HSE database prior to the child start date on the Programme. **Please note, the check is based on the PPSN and the Scheme ID Number of the card valid during this 4 week period. In the event of a failed retrieval of the medical card information you may be requested to provide further details.** 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.

In order to confirm eligibility, both the parent/guardian and child's Personal Public Service Numbers (PPSNs) and date of birth of the child are required when the CCSP Saver Programme Pre-Registration Form is being completed. 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.

Documentation containing PPSN and any other personal information must be destroyed once no longer required.

Table 1 CCSP Saver Programme Band Eligibility

Level of service	Band A (with medical card)	Band AJ (with medical card)	Band B	Band D
	<ul style="list-style-type: none"> ▪ One Parent Family Payment ▪ Widow's/Widower's Pension Farm Assist/Fish Assist ▪ 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 / Rural Social Scheme ▪ Domiciliary Care Allowance ▪ Working Family Payment (Formerly known as FIS) ▪ Secondary School students ▪ Invalidity Pension ▪ Disablement Pension ▪ TÚS ▪ Part-time Job Incentive Scheme Gateway ▪ Gateway ▪ Partial Capacity benefit 	<ul style="list-style-type: none"> ▪ Job Seekers Benefit/ Allowance* ▪ Supplementary Welfare Allowance* ▪ Job Seekers Transitional Payment ▪ JobPath ▪ Short term Enterprise Allowance 	<ul style="list-style-type: none"> ▪ Medical Card ▪ Parents/guardians who are in receipt of Social Welfare payments listed under Band A/AJ but have no medical card 	<ul style="list-style-type: none"> ▪ GP Visit Card*** (6yrs+ 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

*Jobseeker's 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 day-care per week. (For the first and second day the subvention is based on the same daily rate as Band A). This cap applies where a child attends from 3 full days to 5 full days per week.

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

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

** Supplementary Welfare Allowance Scheme

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

*** GP visit card is 6yrs+ only

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

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

Chapter 7 Child Registration

7.1 Entering a Saver on the CCSP Saver Programme

The Service Manager must confirm and agree with parents/guardians the number of days, session type and pattern of attendance that the child is being registered for prior to registering the child for a CCSP Saver Programme place on the EY HIVE.

Parents/guardians must sign a Parental Declaration Form to indicate that they understand the terms of the programme and that all child registration details are accurate.

For the 2022/2023 programme year DCEDIY will accept confirmation of receipt of the Parental Declaration Form by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the Approved Provider and the parent/guardian. However, parents/guardians should be given the option of e-mail. Parents/guardians who wish to avail of the e-mail option should be advised that in regard to data protection, the e-mail is a less secure option. Parents/guardians should be asked to reconfirm the appropriate e-mail to use and provider should ensure that only specific individual e-mails issue to the appropriate address for the appropriate family. It is compulsory that Approved Providers keep a record of each agreement for compliance purposes on site and available for inspection.

Each child's registration must reflect the actual attendance pattern of the child. Where there is a discrepancy between attendance and registration, the childcare 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 Registration

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 start date.

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 services.

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

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

Approved Providers will submit appeals via service request on the HIVE.

For a successful appeal the correct information must be submitted. All proof of eligibility **MUST** be dated.

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

Chapter 9 Attendance

9.1 Non Attendance

If a child is not attending the service, the Approved Provider should contact the parent/guardian to establish the cause of the child's absence within the first week of the absence commencing. Where a child has not attended the service for 4 consecutive weeks without a qualifying special circumstance as outlined in 9.2 below, the Approved Provider must enter the leaver on the EY HIVE stating the date the child last attended the service which will result in the child losing their Saver Status.

9.2 Special Circumstances

In certain special circumstances, a service may apply to the Scheme Administrator to retain the registration beyond 4 weeks to 6/12weeks. (Please see Table 2 for situations which only qualify for 'special circumstances'). The Scheme Administrator may seek supporting proof of special circumstances. Acceptable proofs may include a letter or medical certificate which can be uploaded onto the system by the provider (as provided by and with the agreement of the parent).

Where possible providers should apply to the Scheme Administrator for special circumstances prior to end of 4th week of absence.

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	6 weeks
Prolonged illness (more than four weeks), of either the child, the parent or a sibling	12 weeks

Where an application for special circumstances is submitted and special circumstances do not apply, the 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 four weeks of continuous absence), which will result in the child losing their Saver Status.

Where no letter is submitted by the end of six weeks of continuous absence and, the child has not returned to the service within that time, the provider must end date the registration with the end date of the fourth week and payment will cease with effect from that end date.

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

9.3 Reduction in attendance

Where attendance differs from registration in a consistent pattern over a 4 week period, registrations must be updated to reflect the actual number of days the child attends.

Where a service 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 service 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.

9.4 Persistent under-attendance

Where attendance has been less than the registered hours in each of the previous 4 weeks, a service may apply to the Scheme Administrator to retain the registration beyond 4 weeks to 12 weeks. These applications are limited to prolonged illness i.e. regular attendance at medical or therapeutic appointments by the child, the parent/guardian or a sibling.

Where possible Approved Providers should notify the Scheme Administrator in advance of forthcoming persistent under-attendance where they believe special circumstances will apply.

9.5 Departure from a service

If a child leaves the service, an approved provider must inform the Scheme Administrator immediately stating the date the child last attended the service. Parents/guardians must give providers 4 weeks' notice of a departure from a service (excluding holidays/closed weeks). This will allow the Approved Providers 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, the Approved Provider 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.

9.6 Exception to the 4 Weeks' 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 weeks' 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 12 week continuous period to take up a CCSP Saver Programme childcare place in a registered service to retain their Saver status (see Chapter 4: 4.3: Retention of the CCSP Saver Status).

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 services' registrations must match actual attendance (actual child attendance and not opening times of session/service) as recorded in the attendance records. A copy of a good practice attendance records can be found on page 31 of this document.

10.2 Requirement to Maintain Attendance Records

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

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

1. Maintain separate attendance records /roll books for each session/room.
2. Where source records are used to transcribe attendance to a secondary record, the source records must be retained and made available for review.
3. If a child moves to another room during the day, then this should be identifiable through the attendance records.
4. State Child's full name (as per the EY HIVE records).
5. Keep names of children in a consistent sequence throughout the cycle. Retain records of children who have left the service i.e. do not delete or overwrite.
6. All absences must be recorded.
7. Ensure attendance records /roll books are filled out by staff member working in the room.
8. Keep parent'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 page 32.

12. Where electronic records are maintained, the service 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 see the 'Good Practice Guide- Attendance Records' guide on page 30 of this document.

10.3 Failure to Maintain Appropriate Attendance Records

Failure to maintain attendance records may result in an assumption of zero hour's attendance.

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

Failure to maintain sufficient attendance records (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, such as through use of "ticks") may result in an assumption of minimal hour's attendance (i.e. sessional/half sessional service). The DCEDIY can withdraw future payments from the provider and/or require repayment of over-claimed monies already paid for the period concerned.

Failure to maintain records in the required format may result in a finding of non-compliance. Failure to comply with any of these Rules or terms of the CCSP Saver Programme Funding Agreement may result in the suspension of CCSP Saver Programme Funding and/or DCEDIY funding or part thereof may be withdrawn and/or a termination of this Funding Agreement



Good Practice Guide - Attendance Records

The maintenance of good attendance records is a requirement for both compliance with the DCEDIY Rules for CCSP Saver Programme and the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](#) and the [Child Care Act 1991 \(Early Years Services\) \(Registration of School Age Services\) Regulations 2018](#). Attendance records can be maintained in a variety of formats e.g. roll books, weekly sheet formats or electronic formats. The Scheme Administrator/ DCEDIY don't direct any specific format be used however from a good practice perspective we have collated some tips on how attendance can be consistently recorded to meet the DCEDIY Funded Programme requirements.

From the Start

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

Each Day

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

Absences/ Leavers/ Movers

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

Electronic Records

- Where electronic records are maintained, the service **must** be able to produce weekly/monthly reports for individual children which show their level of attendance for the cycle to date. It is recommended that these reports are regularly produced and made available for compliance purposes.
- Make sure that the password is to hand and that a staff member understands how to retrieve the information from the system.

Archiving

- Attendance records/ roll books must be kept as outlined in this DCEDIY Rules for CCSP Saver Programme document i.e. a minimum period of seven years from the expiry date of the CCSP Saver Programme 2022/2023 Funding Agreement.



SAMPLE CHILD ATTENDANCE RECORD

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



SAMPLE STAFF ATTENDANCE RECORD

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

Chapter 11 Compliance

11.1 Responsibility of an Approved Provider

It is the responsibility of the Approved Provider to ensure compliance with their Funding Agreement requirements, which includes adherence to this rules document. Approved Providers should ensure that they understand and adhere to the contents of this document, as well as with the funding Agreements 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 DCEDIY funding or part thereof may be withdrawn and/or a termination of this Funding Agreement.**

11.2 Compliance File

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

- Attendance Records
- Service Fee Information Letters
- Parental declaration forms;
- Parent/guardian letters;
- Fee records;
- Staff qualifications and letters of qualifications;
- Grandfathering declarations as applicable;
- Evidence of Tusla registration(s).

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

Services should also ensure that:

- Registrations are correct,
- Fees list and calendar, for all approved funding programmes, are clearly displayed for parents and,
- **There is a staff member on site at all times who has access to the compliance file and can facilitate the visit. Failure to do same could result in a service being found non-compliant.**

Please note that if the records are readily available for review any interruption to the service will be minimal, other than seeking clarifications when required.

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

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

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

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

11.3 Compliance Visits

- i. Services must facilitate compliance visits which will be made without notice, to include access to the premises, personnel and relevant records.
- ii. All documentation related to the financial affairs of the service, accounts, fees records, staff qualifications, the EY HIVE, fees lists, registers and attendance records must be on-site at all times. These records must be kept for a minimum period of seven years from expiry of the Funding Agreement.
- iii. 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 he or she finds in the course of his or her inspection.

Chapter 12 Force Majeure

12.1 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.

12.2 Force Majeure Clause

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

Ref: 11.2 CCSP Saver Programme Funding Agreement 2022/2023

12.3 Force Majeure Claim Process

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

To raise a service request on the EY HIVE with

- the Programme Type "User Account Management",
- the category "Force Majeure" and then selecting the relevant subcategory.
- A service request must be raised

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

12.5 Payment of Force Majeure

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

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

Chapter 13 Childminders

13.1 Description of a Childminder

A Childminder provides care for non-relative children aged from birth to 14 years (including both early learning and care and school-age childcare) in which children are cared for within the childminder's family setting.

13.2 Childminders Tusla registration

Childminders who are in contract for the CCSP Saver Programme must be registered with Tusla. To be registered with Tusla a childminder must comply with the requirements for childminders as outlined in the [Child Care Regulations \(The Child Care Act 1991 \(Early Years Services\)\(Amendments\) Regulations 2016](#) and the [Childcare Act 1991\(Registration of School Age Services\) Regulations 2018](#).

Under the new regulations if a childminder is minding a mix of both pre-school and school age children, **Table 3** below sets out the maximum numbers of children that they can care for at the same time.

Table 3 Childminder maximum numbers

No. of pre-school children being cared for (0-6 yrs)	Maximum no. of school age children (6 yrs +)
0	12
1	10
2	7
3	5
4	2
5	1

For further information on the regulatory requirements for childminders please see the [Quality and Regulatory Framework](#) for Childminders (QRF) on the Tusla website.

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

In particular, such records will include the following;

- (1) **An attendance register which clearly shows the dates, times and durations of attendance for each individually identified child for every day that the child is in attendance;**
- (2) Parental 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 (Parental Declaration Form).
- (3) Records of income, to include receipts from parents, to be kept up to date and available for verification purposes.

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

The Approved Provider shall 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 or the Comptroller and Auditor General (C & AG) on request. The Scheme Administrator/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 shall 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 shall 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 co-operate fully with the Department, its agents and all other statutory bodies in this regard.

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

14.2 De-committal and Recovery Procedures

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

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

Chapter 15 FAQs for the CCSP Saver Programme

- 1. 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 five full days.
- 2. When will bands be approved?**
Processing of registrations by the Scheme Administrator takes approximately 15 to 20 working days.
- 3. Do I have to give a parent/guardian subvention prior to the Band rate being approved by DCEDIY?**
No. Approved Providers should not give subvention until the bands have been approved. However, on approval, the parent/guardian must be refunded the full subvention amount within a four week period.
- 4. Can I give the parent/guardian subvention prior to the subvention band rate being approved?**
A service 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.
- 5. 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 with this query.
- 6. Can I appeal a decision already made on a registration?**
Yes. It will be possible to submit eligibility documents on the registration after a band has been awarded which will be reviewed by the Scheme Administrator. Please refer to Chapter 8.1 for further information.
- 7. 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.
- 8. Can a child lose its Saver status?**
Yes. Once an Approved Provider submits a claim for an NCS registration, the child will lose their entitlement to Saver status.

For the 2022/2023 programme year a CCSP Saver child must be in attendance within 4 weeks of their service opening in order to retain their Saver status. Please refer to Chapter 4 of this document for further information.

- 9. Can a child be registered on NCS and the CCSP Saver Programme for the same period?**
No. Once a claim is submitted for a child on NCS, the Approved Provider should end date the CCSP Saver Programme registration. Once an Approved Provider submits a claim for an NCS registration the child is no longer eligible for the CCSP Saver Programme.
- 10. Child moving from one service to another service where 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.
- 11. 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 request 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.
- 12. 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 12 week period subject to eligibility. For further information please refer to Chapter 4.
- 13. My service had a compliance visit and I am required to make amendments to registrations. What should I do?**
You must complete the compliance amendments as requested, which should be carried out as soon as possible. If you have any queries you should contact your local CCC.
- 14. Can a childminder enter into contract for CCSP Saver Programme?**
Yes. A childminder can enter into contract for CCSP Saver Programme once they comply with the requirements of a childminding service as outlined in the [Child Care Regulations \(The Child Care Act 1991 \(Early Years Services\)\(Amendments\) Regulations 2016](#) and the [Childcare Act 1991\(Registration of School Age Services\) Regulation 2018](#) and they are registered with Tusla.
- 15. When are payments made?**
Payment schedules for Childcare Funding Programmes can be downloaded from the EY HIVE homepage at EarlyYearsHive.ncs.gov.ie. Payments of subsidies will take account of updated registrations.
- 16. My local CCC has reviewed my fees lists and I've been requested to amend same. What should I do?**
The CCCs, on the Department's behalf, check that all fees lists and calendars conform with the rules of the CCSP Saver Programme. All amendments must be made within a 4 week period or the Scheme Administrator will be informed, and funding may be put on hold until all requirements from the CCC have been confirmed as completed.
- 17. I intend putting a claim in 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.