



2023/2024 Early Childhood Care and Education (ECCE) Programme

Dear Parent/Guardian,

It is very important that you read and understand the contents of this letter.

Children born between 1st January 2019 and 31st December 2020 (dates inclusive) will be eligible for the 2023/2024 ECCE preschool year.

ECCE Pre-Registration Form

In order to register your child for the ECCE Programme, please fill out a Pre-Registration Form. Your approved provider will use the information from this form to submit your details through the EY HIVE system.

Universal Fees Lists and Parent Statement

Please note that from the 2023/2024 programme year, there will be a new Universal Fees List and Parent Statement. The Parent Statement outlines the approved provider's fees list. It is very important that you sign this form and return it to your approved provider within 4 weeks of receipt.

Applicant Declaration Form

The ECCE Applicant Declaration shows the balance of fees for any additional services you are availing of and have agreed to once the ECCE payments have been taken into account, including all optional extras. It is very important that you sign this form and return it to your approved provider along with the Parent Statement mentioned above. Please note where there is more than one child in your family in receipt of funding under the ECCE Programme, an Applicant Declaration is required for each child.

Written Notice to Parents/Guardians

If your service changes their service calendar or fees you must be given 20 working days written notice of any changes to the fees list or service calendar.

ECCE Programme Registration Process

You will need to provide the following information to register your child for the ECCE Programme:

- Your name and the name of the preschool service your child will be attending;
- Child's full name and date of birth,
- Child's PPSN, and
- Eircode (the provision of an Eircode is obligatory for your approved provider to make a registration).

Your approved provider may require proof of the child's PPSN and date of birth before registration as any errors will result in payments being delayed. It is important that you use the correct PPSN and not that of another family member.

You will need to provide your child's start and end date as well as the total number of days per week they will attend ECCE as agreed with your approved provider.

ECCE must be provided free of charge for 3 hours a day, 5 days per week for 182 days in return for the capitation approved providers receive from the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). Services may not extract ECCE fees from you, including any type of deposits related to optional extras, under any circumstances. Parents/Guardians should not pay for any other type of



donation additional to what is in the service's fees list. There are also no voluntary donations permitted for the ECCE Programme.

Your approved provider must offer free ECCE-only sessions. If you are availing of these sessions, you will not be required to attend or pay for any additional service offers. Your provider must inform you that an agreement to additional hours or to any optional charge is not compulsory and the agreement is not a condition of initial or continued enrolment.

Please note, if you are availing of just the ECCE-only sessions, part-time and full-time services may prioritise places for families who wish to avail of extra hours over those availing of the ECCE only sessions.

Absences

If the child is not attending the service as originally agreed, the approved provider will contact you to find out why the child has been absent. Where the child has not attended the service for 4 consecutive weeks without a qualifying special circumstance, the approved provider must enter the child as a "leaver" on the EY HIVE stating the date the child last attended the service and the registration will be cancelled.

Special Circumstances Absence Exemptions

Proofs may be requested to account for the time missed within the service if applying for special circumstances. If under attendance is due to medical or therapeutic appointments, the parent/guardian will be asked to send a letter detailing the reason for the appointments with evidence so that subsidies can continue to be paid for up to 16 weeks. For more details, please refer to the 2023/2024 ECCE Programme Rules on the EY HIVE.

Retention of the CCSP Saver Status

Children previously registered on the CCSP Saver Programme on 12th March 2020 in the 2019/2020 programme year, can re-enter the CCSP Saver Programme once they are finished the ECCE Programme.

Tusla Deregistration

If Tusla issue an approved provider with a notice of removal from the register, you are entitled to remove your child from the service and re-register the child in a new service without being required to serve the normal 4 week notice period to the service.

AIM

If your child has additional needs please refer to the Access and Inclusion Model (AIM) at www.aim.gov.ie for further information.

For further information on ECCE, the ECCE Programme Rules 2023/2024 document is available to download from the DCEDIY website at www.gov.ie. If you have any queries regarding this process or the ECCE Programme, please contact your local City/County Childcare Committee (CCC). Contact details for your local CCC can be found at www.myccc.ie.

Early Years Schemes Oversight
Department of Children, Equality, Disability, Integration and Youth
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An Ronín Leanna, Comhionannais, Míchumais, Lánpháirtíochta agus Óige, Bloc 1, Plaza Miesach, 50-58 Sráid Bhagóid Íochtarach, Baile Átha Cliath 2. D02 XW14
Department of Children, Equality, Disability, Integration and Youth, Block 1, Miesian Plaza, 50-58 Baggot Street Lower, Dublin 2.
D02 XW14 T +353 1 647 3000 | contact@dcediy.gov.ie www.dcediy.gov.ie