

## **PROGRAMMES IMPLEMENTATION PLATFORM (PIP)**

# **How to Guide for ECCE Service Providers**

## **Fees List**

*Release Date*  
*V.2 15<sup>th</sup> June 2018*

## **INTRODUCTION**

The online version for processing ECCE fees lists and service calendars will be available from 13<sup>th</sup> June 2018, with minor enhancements made to the forms.

This guide will detail:

- [Section 1](#): How to complete the ECCE Fees List
- [Section 2](#): How to complete the ECCE Service Calendar
- [Section 3](#): How to print the Fees List
- [Section 4](#): How to print the Parent Information Letter
- [Section 5](#): What will happen next

## SECTION 1: How to complete the ECCE FEES LIST

Service providers are required to develop a fees list for the ECCE programme that they provide. It is important to capture all the session types that a service provider offers to parents.

The ECCE fees list must reflect that ECCE funding from the DCYA is not a subvention payment, it is intended to support services providers to provide three free hours per day of ECCE.

### STEP 1: Go to the Programmes Tab on PIP

Log into PIP and from the homepage click on the Programmes tab

My Service (16KY5002) Registrations **Programmes** AIM Funding Search this site...

### Service Details

Occasionally throughout the programme year Pobal/DCYA require the submission of important information regarding your service, for example:

- Certify that your service and contact details are up to date
- Complete the early years service profile

Where such information is required, you will see a task in the list below and a red/green indicator to show if the task has been completed (red indicator requires attention).

The 2018/19 programme readiness tasks are now available below for you to complete.

**New organisations:** If you wish to activate a 2017/18 contract please click [here](#) for further information

**Existing contract holders:** If you wish to activate a 2017/18 contract please click [here](#) for further information

PIP Readiness

#### Service Details

Service Name: Thunder\_FAC\_DY\_2  
DCYA Ref: 16KY5002  
Address: Street 1, Street 2, Tralee  
Primary Contact Email:

#### Organisation Details

Legal Name: Thunder  
TRN:  
Primary Contact Email:  
Tax Clearance: Not compliant

#### Level 2: Service PIP User List

User Name

### STEP 2: Filter by Year

On the filter for **Programmes**, select the year **2018/2019** from the drop down menu to access the fees list for this programme year. All the programmes the service is contracted for will display (see screenshot below). Click on the ECCE 2018 *Fees List* to create/edit it. The service provider's name, address, and DCYA Ref. no. will be auto-populated.

## Programmes

To activate a programme or submit a Fees List or Service Calendar, simply click on the relevant link

Please use the filter to select year **2018/2019**

### Programme Summary

Programme	Contract Activation	Fees List	Fees List Status	Service Calendar
<b>2018</b>				
ECCE 2018	<a href="#">Activate</a>	<a href="#">Fees List</a>		<a href="#">Service Calendar</a>
CETS 2018	<a href="#">Activate</a>	<a href="#">Fees List</a>	Registered	<a href="#">Service Calendar</a>
ASCC 2018	<a href="#">Activate</a>	<a href="#">Fees List</a>		<a href="#">Service Calendar</a>
CEC 2018 (PS)	<a href="#">Activate</a>	<a href="#">Fees List</a>		<a href="#">Service Calendar</a>
CEC 2018 (AS)	<a href="#">Activate</a>	<a href="#">Fees List</a>	Registered	<a href="#">Service Calendar</a>
CCSP 2018	<a href="#">Activate</a>	<a href="#">Fees List</a>	Registered	<a href="#">Service Calendar</a>
CCS 2018	<a href="#">Activate</a>	<a href="#">Fees List</a>	Registered	<a href="#">Service Calendar</a>

### **STEP 3: Enter Session & Fee Details**

#### **Session Description**

Please enter a brief description of **all** the different session types provided in the service along with the start and end times for that particular session. Only add one session description per line. Please be advised, the way the session types are listed here, is how the information will appear on the service fees information letter (e.g. cannot be sorted alphabetically later when printing the service fees information letter).

*For Example:*

- 5 day ECCE Session 9:00-12:00
- 4 day ECCE Session 12:00-15:30 (41-week services only)
- Sessional Only (Non-ECCE)
- Full Day Care 9:00 – 17:00
- Part-time 9:00 – 13:00

#### **Important**

**Remember to add the Start and End times of each session into the description box when completing the Fees List.**

To <b>insert</b> an additional line	Click the <b>Add</b> button.
To <b>delete</b> a line:	Click into the relevant text Box; this will provide a dropdown menu to the left of the box with three options; <ul style="list-style-type: none"><li>• Insert ECCE before</li><li>• Insert ECCE after</li><li>• Remove ECCE</li></ul> Click on the <b>blue</b> arrow and select <b>Remove</b> .

#### **Session Type:**

1. This is a drop down menu and gives three options:

- *ECCE 2018 am 38/41 weeks;*
- *ECCE 2018 pm 38/41 weeks;*
- *ECCE 2018 - No Capitation 38/41 weeks*

2. Choose the most appropriate one making sure to link it to the '**Session Description**'

*For Example:*

- *If the ECCE session is in the morning (AM), select ECCE 2018 am 38/41 weeks*
- *If the ECCE session is in the afternoon, select ECCE 2018 pm – 38/41 weeks*

**Number of Days:** The next box is the **# days** (number of days). This is a drop down menu of 1-5 days (or 1-4 for 41 week services). Select the number of days you offer each session.

**Fee Details:**

In the final two columns of the table, please detail the fees charged to parents whether they are eligible or not for ECCE 2018/2019.

Details of Fees:	Fee <u>Including</u> ECCE	Fee <u>Excluding</u> ECCE
<b>For an ECCE Only Session:</b>	This must read <b>€0</b> , as it is a <b>free</b> provision to parents.	Please enter N/A.
<b>For a Non ECCE Session or any other Session Description/Type</b>	<b>Please enter N/A.</b>	Please enter <b>the fees that would be payable by a parent of a non ECCE child for the same hours.</b>  The fees list should clearly show that <b>the ECCE hours are being provided free of charge.</b>

**For Example<sup>1</sup>:**

<b>ECCE</b>				
<i>Please include Session Start and End Times in the Description</i>				
Session Description	Session Type	# Days	Fee including ECCE (3 free hours)	Fee excluding ECCE
ECCE Session Only 9am - 12pm	ECCE 2018 a.m. - 38 w	5	€0	N/A
Non ECCE Session	ECCE 2018 a.m. - 38 w	5	N/A	e.g. €70*
Part time 8:30am - 1pm	ECCE 2018 a.m. - 38 w	5	e.g. €15.50*	e.g. €80*
Full Day Care 8am - 6pm	ECCE 2018 a.m. - 38 w	5	e.g. €110.50*	e.g. €175*

Add

Figure 1 SAMPLE SESSION & SERVICE FEE TABLE

**Please Note – Important Clarification:**

- For children attending services beyond the three free hours provided for by ECCE capitation, as per previous years a deduction of €64.50 (pro rata) should be made from the fee charged to parents.
- For example, if an ECCE eligible child is registered full time in a service at a cost of €175 per week, then the cost charged to the parent should be €110.50 (€175-€64.50).

<sup>1</sup> The figures used in this example are for illustrative purposes only and are not intended to be prescriptive fees.

- A deduction of €64.50 (pro rata) applies regardless of the capitation received i.e. Higher Capitation €80.25 or Standard Capitation €69.

## **STEP 4: Deposits, Discounts and Optional Extras**

If the service provider offers any deposits, discounts or optional extras; they must be documented here. Only one discount, deposit, or optional extra can be entered per line. Lines can be added or deleted where necessary.

### **Please note:**

- If a service provider does not offer any discounts or optional extras this section should still be completed. Under each option (Discount and Optional Extra) the following text must be entered by the service provider: **'We do not offer any discounts or optional extras.'**

**This text will then be populated into the service fees information letter.**

- Under **'Description'** a brief description of what the service provider is offering is entered. This is a free text box and this detail will be seen by the parent via their service fees information letter. Therefore, the service provider must describe what optional extra/s and discounts are offered, how much they cost, and how frequently they will occur.
- If the exact cost of a deposit, discount or optional extra is unknown at the time of submitting the fees list then please enter an approximate amount together with a note outlining the advance notice to be given.

Examples of optional extras, discounts and deposits:

<b>Deposits Discounts and Optional Extras</b>	
<i>Please specify the Frequency, Percentage or Value of each Entry</i>	
Type	Description
Deposit	€20 on enrolment, to be repaid to the parent one month after approved registration
Optional extras	Once off day trip €20 (approx.) This will be confirmed at least one month in advance
Discount	30% deduction off full weekly fee for siblings
<input type="checkbox"/> Add	

### **Additional Information:**

#### **EFFECTIVE DATE:**

- The fees list takes effect from the start of the service calendar at the beginning of the programme year for 2018/2019.
- If the fees list is edited to add an additional session type or optional extra at any time throughout the year, the effective date selected must be one month after the service provider submits it for approval and has informed the parents. (The only exception to this is if it's been completed incorrectly and the CCC has instructed the service provider to amend it).
- The form can be saved as a draft provided all mandatory fields are completed. Once the service provider has submitted the fees list, its status will automatically display as

**Registered.** If a CCC queries it, it will display as **Queried** until resolved and the list has been resubmitted through PIP portal.

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## **SECTION 2: How to complete the ECCE SERVICE CALENDAR**

A service calendar is required for each DCYA childcare programme that the service provider participates in, e.g. ECCE, CCS, CCSP and TEC. The service provider must mark all the days where the service will be 'closed' on the service calendar. Where a service is closed for 3 or more days within a week, the week will automatically be deemed as a non-payment week.

### **STEP 1: Go to the Programmes Tab on PIP**

Log into PIP and from the homepage click on the ***Programmes*** tab

### **STEP 2: Select the Year 2018/2019**

Select the year 2018/2019 from the drop-down menu. Here the service provider will see all the DCYA childcare programmes for which the service provider is contracted in 2018/2019. Click on the '**ECCE 2018 Service Calendar.**' The calendar for that childcare programme will open. Information such as the service provider's name, address and DCYA ref no. will be auto-populated on the form.

### **STEP 3: Enter the closed days/weeks**

The service provider will need to mark in the days/weeks that their service is closed. If the service is closed for more than 3 days in 1 week, this will automatically enter as a non-payment week. If a service is closed for 1 – 2 days in 1 week, this will count as a payable week. The rule is:

- 1-2 days a week closed is considered to be a payment week
- 3-5 days a week closed is considered to be a non-payment week
- 3-4 days closed is considered to be a non-payment week on four-day bank holiday weeks.

In essence, if a service is closed for 3 days or more in any week, it is automatically deemed to be a non-payment week.

To assist service providers when completing their ECCE service calendar, bank holidays are pre-populated as closed days.

## Service Calendar Rules – ECCE Term

Services must provide a minimum number of weeks for each term as follows:

ECCE Terms	Dates	Weeks in Period	Required Payment Weeks for Service Providers	Closed Weeks
Term 1	27/08/2018 – 28/12/2018	18 weeks	16 weeks	2 weeks
Term 2	31/12/2018 – 29/03/2019	13 weeks	11 weeks	2 weeks
Term 3	01/04/2018 – 28/06/2019	13 weeks	11 weeks	2 weeks
	<b>Total</b>	<b>44 Weeks</b>	<b>38 Weeks</b>	<b>6 Weeks</b>

Service providers are allowed to deviate from the required payment weeks per term outlined above by plus or minus 1 week per term provided that the excess/shortfall is adjusted by the end of the third term.

### FAQ:

**I want to close for 5 weeks in Term 1 and make up the balance in the other terms. Is this allowed?**

No, as per the programme rules set out by DCYA, only a **one week** variance is allowed per term provided that the excess/shortfall is adjusted by the end of the third term. If a calendar is submitted and the number of payment weeks are outside the tolerances set out above, the Service Provider will be contacted by Pobal to amend their Service Calendar and resubmit it within a given timeframe. If the Service Calendar is not amended and resubmitted within the given timeframe, payments may be put on hold.

**I will close for 3 weeks in Term 1 and 3 weeks (+1 week) in Term 2? How many weeks should I close for in Term 3?**

In this example, by the end of Semester 3, a Service Provider must specify 38 payable weeks. As the Service Provider has closed for one extra week in Semester 2, they should not have a closed week within Term 3.

#### **STEP 4: Check Totals**

Once the service calendar has been completed detailing all the closed weeks/days, totals will automatically be calculated at the bottom of the calendar.

- **Service model** (this should calculate to no more or less than 38/41 weeks)
- **Days open** (this should calculate to no more or less than 183 days or 157 days if a 41-week service)
- **Total payable weeks** (this should calculate to no more or less than 38/41 weeks)
- **Non-payable weeks** (this should be 9 weeks)
- **Programme weeks** (total payable and non-payable weeks)

**N.B. Only submit the calendar once all the fields are completed correctly i.e. 183 days and 38 weeks.**

Service model	38 Weeks
Days Open	183
Total Payable Weeks	38
Non Payable Weeks	9
Programme Weeks	47
Effective Date	27/08/2018 

#### **STEP 5: Submit Calendar**

Enter the **Effective date**; this is the date that the calendar will become effective from, such as, the beginning of the programme year.

Once all these steps are completed click **Submit to Pobal**.

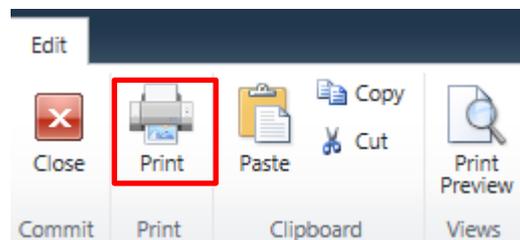
Please be advised that the calendar can be edited during the year but may affect child registrations e.g. transfers.

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### SECTION 3: How to Print the FEES LIST

Before registering children, if Service Providers wish to provide fees information to parents, a copy of the Fees List can be printed. Please print out the Fees List after it has been submitted and once the status has updated to **Registered**.

1. Navigate to the Programmes Page and click on the ECCE Fees List link
  2. The fees list form will open. On the Ribbon, click on the Print icon - The fees list form will now print.
- The service provider can display/distribute the fees list to parents.



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### SECTION 4: How to Print the PARENT LETTER

The parent letter is auto generated and information such as, session types, discounts and optional extras will appear as entered on the Fees list.

#### Step 1: Go to the Programmes Tab on PIP

The parent letter is in the **Programmes** tab under **Fees list and Service Calendars** (see screen shot below).

- All the fees lists (parental letter) and calendars previously submitted for each of the programmes are stored here.

Please use the filter to select year: 2018/2019

Programme Summary						
Programme	Contract Activation	Fees List	Fees List Status	Service Calendar	Service Calendar Status	
2018						
ECCE 2018	Activate	Fees List	Registered	Service Calendar	Registered	
CETS 2018	Activate	Fees List	Registered	Service Calendar		
ASCC 2018	Activate	Fees List		Service Calendar		
CEC 2018 (PS)	Activate	Fees List		Service Calendar		
CEC 2018 (AS)	Activate	Fees List	Registered	Service Calendar	Registered	
CCSP 2018	Activate	Fees List	Registered	Service Calendar	Registered	
CCS 2018	Activate	Fees List	Registered	Service Calendar	Registered	

Fees List and Service Calendars						
Programme	Created By	Type	Status	Last Modified	Effective Date	
2018						
ECCE 2018	KarenR	Fees	Registered	24/05/2018	20/08/2018	
ECCE 2018	KarenR	Calendar	Registered	23/05/2018	27/08/2018	

## **Step 2: Print the Letters**

One letter must be printed for each child in the service.

It is recommended to print one copy and then photocopying as needed to give to parents.

Once the child registration is completed on PIP, the Parent Letter can be completed by entering the following details:

- The child's name
- PIP registration ID
- Place will commence on (dd/mm/yyyy) and will end on (dd/mm/yyyy)
- Child is registered in this service over a X week period
- Tick any deposits and discounts that relate to that child
- Under Fees list tick if the service charges on a weekly or monthly basis, as per parental arrangement
- Tick the session type that the parent is requesting and enter the weekly/monthly fee including any discounts (if applicable).
- Sign the form and enter the position held (e.g. Manager)

### **Important Notice**

Service Providers are encouraged not to print out their parent information letter until nearer the start of the programme call date. This is to allow time for CCCs to review fees lists and service calendars and for any associated amendments to be made. This will also reduce printing overheads for service providers as it will reduce the need for reprinting.

## **STEP 3: Distribute the letters to parents for signing**

- The partly completed letter is then given to the parent to read and to voluntarily opt into any optional extras if required.
- The parent must initial each page of the letter to ensure that they fully understand it and sign the parental acceptance.
- Once the parent has signed the letter needs to be returned to the provider.

## **STEP 4: Finalise the total parents fee information**

In the letter under the section ***For Provider Use Only*** enter the total parent's fee including any relevant optional extras.

## **STEP 5: Copy the letter for each parent, retaining the original**

When the letter is fully completed, photocopy it and give a copy to the parent. The service needs to retain the original. Please keep the completed and signed letters for each child participating in the ECCE programme for compliance visits. If a child is participating in two programmes, please ensure that two parent letters are completed in respect of each programme.

A service calendar should also be printed and given to the parent to show what days/weeks the service is closed. The calendar can be printed from under Fees List and Service Calendars on the bottom of the page under the Programmes tab (see screenshot below). A service calendar should also be displayed in the service.

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## Section 5: WHAT HAPPENS ONCE EVERYTHING IS SUBMITTED

As soon as a fees list and calendar have been submitted these will be auto-approved and the status will change to Registered. Please be advised that the submitted fees list and service calendar may be subject to review by the local City/County Childcare Committee (CCC).

There are two types of status that are displayed when the fees list and service calendar are submitted:

- **Queried** (If the CCC are reviewing the service fees list or calendar and there is an issue the status will change to **Queried** – see below).
- **Registered** (this requires no action).

Please use the filter to select year: 2018/2019

Programme Summary					
Programme	Contract Activation	Fees List	Fees List Status	Service Calendar	Service Calendar Status
2018					
ECCE 2018	Activated	Fees List	Registered	Service Calendar	Registered
CETS 2018	Activate	Fees List	Registered	Service Calendar	Registered
ASCC 2018	Activate	Fees List	Registered	Service Calendar	Registered
CEC 2018 (AS)	Activate	Fees List	Registered	Service Calendar	Registered
CEC 2018 (PS)	Activate	Fees List	Registered	Service Calendar	Registered
CCS 2018	Activate	Fees List	Queried	Service Calendar	Registered
CCSP 2018	Activate	Fees List	Registered	Service Calendar	Registered

Fees List and Service Calendars						
Programme	Created By	Type	Status	Last Modified	Effective Date	
2018						
CCS 2018	KarenR	Calendar	Registered	28/05/2018	20/08/2018	
CCS 2018	KarenR	Fees	Registered	28/05/2018	20/08/2018	
CCS 2018	KarenR	Calendar	Registered	28/05/2018	27/08/2018	
CCS 2018	KarenR	Fees	Registered	28/05/2018	31/08/2018	
ECCE 2018	KarenR	Calendar	Registered	23/05/2018	20/08/2018	
ECCE 2018	KarenR	Fees	Registered	23/05/2018	24/08/2018	

### Please Note:

- If the fees list or calendar is queried by the CCC it can view it by clicking into the relevant form. There will be a comment box where the query is visible.
- It is possible to either amend the fees List/calendar or contact the CCC for further clarification. When the amendments have been made, click **Submit** and the CCC will review it again.
- It is not possible to save the fees list and service calendars as draft once they have been submitted.
- If the fees list or calendar needs to be amended, please reprint the parent's letter and ask them to re-sign the amended letter to keep on file for compliance purposes.
- If there have any doubts regarding completing the fees list or calendar online, please contact the CCC prior to submitting the fees list or calendar.

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