



# Newsletter

## Fingal County Childcare Committee

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### DCYA FUNDED PROGRAMMES UPDATE

A revised version of the 'How To Guide' for the ECCE Scheme issued on Friday 22<sup>nd</sup> June is available on PIP. **Be mindful when preparing and submitting Fee List(s) or Service Calendar(s) to refer to the relevant 'How To Guide' to advise you in these tasks. Pobal instructions are very clear and specific wording is advised that fulfil the DCYA Funded Programmes Rules.**

From September 2018 the standard capitation for provision of the ECCE scheme will increase to €69. The additional 7% to the ECCE rates is intended to help support and retain staff as a quality improvement measure. This payment is a capitation, rather than a subvention, therefore only €64.50 per week must be deducted from fees. Parents pay for time over and above the three hours ECCE provided free of charge. This is fully explained in the How to Guide which is on PIP.



### Fees list approval

Due to the changes in the fees lists for 2018/19 CCC's have been asked to approve all ECCE fees lists this year. We are a relatively small team here in Fingal and our Development Officers are currently in the process of reviewing documents that have been submitted.

If Fee Lists submitted by you are not in line with the instructions outlined in the 'How To Guides', the documents will be "queried" and you will be sent an email advising the amendments to be made and for the documents to be re-submitted. It is requested that you **email** the development worker regarding re-submitted documents.

Documents can be saved in DRAFT and submitted when you are satisfied that they are in line with the instructions outlined in the 'How To Guide(s)'.

We are working through the submitted and re-submitted lists as quickly as we can, but we will not be able to respond to you immediately, so please bear with us.

### EXAMPLE OF FEE LISTS QUERIED by FCCC:

1. Providers NOT entering the FEE charged for NON – ECCE places. If this is the same as the ECCE rate the N/A must be entered.
2. Providers passing on the €69 capitation (or increased Higher Capitation) to parents when €64.50 subvention **only** should be applied.
3. The 7% difference on flat / higher capitation rate is to be retained by the provider towards quality improvement or retention of staff.
4. The amount of deposits is not being specified and deposits must be refunded when the place is registered on PIP.
5. Deposits - ECCE deposit to be no more than 4 times the flat ECCE rate, deposits for other programme's e.g. CCSP, TEC etc. and applicable refund policy can be found in the relevant 'How To Guide'.
6. Discounts - the amount of the discount(s) offered must be specified e.g. 10% sibling etc.,

7. Optional Extras not being broken down including individual activity and fee charged. Each extra activity must be listed separately, NOT on one line.
8. If there are No Deposits, Discounts or Optional Extras in place providers must, on separate lines, the following statement "We do not charge a Deposit" etc.,



## SERVICE CALENDARS

When completing ECCE service calendars please be mindful that the 38 weeks of the programme are divided into 3 terms i.e. Term 1=16 weeks, Term 2=11 weeks and Term 3=11 weeks.

As stated in the ECCE 'How To Guide' ***"Service providers are allowed to deviate from the required payment weeks per term by PLUS or MINUS 1 week per term provided that the excess/shortfall is adjusted by the end of the Term 3"***

DCYA has not advised CCC's if they are required to check service calendar(s). If we are advised NOT to check calendars then in the event that an incorrect calendar being submitted could lead to non-compliance and payments may be put on hold - please see Page 10 ECCE 'How To Guide'.

**NOTE: Be mindful when preparing and submitting Fee List(s) or Service Calendar(s) to refer to the relevant 'How To Guide' to advise you in these tasks. Pobal instructions are very clear and specific wording is advised that fulfil the DCYA Funded Programmes Rules.**

### Pobal compliance visits

The unannounced visits will continue over the summer months for those services that remain open as per their calendars. Please make sure that your documents are ready for inspection, including roll books and attendance registers for the 2017/18 ECCE programme.

### Have you changed your *company structure or planning a new service or moving?*

If you said YES to any of the above, you will need to apply for a new DCYA number before activating your contracts. This can be quite time consuming, so it makes sense to start the process now. Please contact FCCC for the application forms.

## Always Children First Child Protection Foundation Level Training

Fingal County Childcare Committee is delighted to announce that we are delivering the updated version of Always Children First Foundation Level Training.

### Criteria:

- This training is required for individuals whose certificate is 2014 or older or those who have not completed the training previously.
- Updated Refresher training at present is in development to be available in late 2018.
- **If you wish to attend the full day Foundation level training in the meantime, you are welcome to do so.**
- **Cost: €15 per participant**

Please note if a service books a place, and the staff member does attend, this will be noted and your service will **NOT** be offered training in the next round of child protection training. There is only **one place per service available and** both evenings must be attended to receive your Children's First Certificate.

| Venue   | Date  | Time                    |
|---|---|-------------------------|
| <b>CANCELLED</b><br>Tyrellstown Community Centre    | <del>Tuesday 10<sup>th</sup> July 2018</del><br><del>Thursday 12<sup>th</sup> July 2018</del> | 6pm – 9pm both evenings |
| Riasc Centre<br>Feltrim Road , Swords, Co Dublin    | Tuesday 2 <sup>nd</sup> October 2018<br>Thursday 4 <sup>th</sup> October 2018                 | 6pm – 9pm both evenings |
| Riasc Centre<br>Feltrim Road<br>Swords<br>Co Dublin | Tuesday 6 <sup>th</sup> November 2018<br>Thursday 8 <sup>th</sup> November 2018               | 6pm – 9pm both evenings |

- To secure a place a booking form can be obtained by phone 01 4851727.
- Places are allocated on first come first served basis and only when the booking form and fee are submitted to Fingal Childcare Committee.
- In the event of cancellation or non-attendance the booking fee is non-refundable fee
- We do not take telephone bookings

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In addition the National Early Years Protection Programme is offering places on Always Children First Child Protection Training on August 28<sup>th</sup> and August 29<sup>th</sup>, Ashling Hotel in Dublin.

#### ***Who is this course for?***

This course is for early years professionals who are currently working in a service, it is targeted at:

- Designated Liaison Persons or Deputy Designated Liaison persons
- Anyone with a *lead* role in an early year's service such as manager, chair of board, room leaders

#### ***What is covered?***

- Legislation and policy - including information on the Children First Act 2015
- Recognising child abuse
- Responding to child abuse concerns
- Child-Centred Practice

Due to demand, priority for places on this course will be given to Designated Liaison Persons who have not had child protection training in the last 3-years.

***How to book:*** Bookings can be made through our Eventbrite site NOT through FCCC.  
<https://www.eventbrite.ie/e/always-children-first-child-protection-training-for-early-years-tickets-47421188050>

## Summer Break



Well it's that time again and the majority of the sessional services will be finishing up at the end of June. The full day care and part-time services will be continuing throughout July and August. We have quite a number of services that offer summer camps. Whatever type of service you offer we hope that you find time to take a well-deserved break over the coming months because it starts all over again in September!



## SIZZLING HOT

We don't need to remind you of the precautions needed during the current heatwave especially for babies and children. Let's do as the Australians do – SLIP! SLOP! SLAP! Keep cool and stay in the shade! But most of all enjoy this beautiful weather while it lasts because what's seldom is wonderful!

**The Fingal County Childcare Committee offices are open throughout July and August and you can contact the office at 01 –4851727**