

<p>How does a service now qualify for higher capitation under the ECCE programme?</p>	<p>A service that has an ECCE room with a Room Leader with a Level 7 qualification (as deemed by the DCYA), with three years' experience and that also meets the required ECCE adult: child ratios requirements is eligible to apply for ECCE Higher Capitation <u>for that room and/or all other rooms in their ECCE service that provides the above.</u></p> <p>A service provider will be granted the ECCE Higher Capitation rate for individual ECCE sessions within that service, based on submission of the following information <u>for each individual ECCE session:</u></p> <ul style="list-style-type: none"> - the number of children (capacity) allowed in the ECCE session (room) - the name and attached qualifications of the Room Leader as recognised by the DCYA for the purposes of the ECCE Room Leader - Higher Capitation rate, with three years' experience - The staff:child ratio within the individual ECCE session - Names and qualifications of pre-school assistants with at a minimum level 5 qualification on the NFQ in the specialisation of childcare/early education or an equivalent nationally-recognised qualification or a higher award, as set on the published list of DCYA 'Early Years Recognised Qualifications', or otherwise be deemed eligible by the DCYA.
<p>What qualifications are staff in the service required to have for Higher Capitation?</p>	<ul style="list-style-type: none"> - A Higher Capitation Room Leader must have a relevant NFQ Level 7 (or equivalent) qualification (or equivalent, as deemed for that individual by the DCYA), with three years' experience. - A Higher Capitation Room Assistant must at a minimum have a level 5 qualification on the NFQ in the specialisation of childcare/early education or an equivalent nationally-recognised qualification or a higher award, as set on the published list of DCYA 'Early Years Recognised Qualifications', or otherwise be deemed eligible by the DCYA. Relevant Qualifications can be viewed on the DCYA published list of Early Years Qualifications.
<p>What is the rate for Higher Capitation for an ECCE child?</p>	<p>The higher capitation rate is €75 per week, (or equivalent to €10.50 per week in addition to the ECCE capitation rate) shall be payable to the Registered Provider for the number of children approved in a designated ECCE room</p>
<p>What should a higher capitation</p>	<p>The service provider must contact DCYA immediately to communicate this change and revert the room where that Level 7 leader was working to standard capitation</p>

<p>provider do if their Level 7 staff member resigns</p>	<p>rate. Failure to do so will be considered non-compliance, resulting in payments being retrieved. It may also risk your service’s ECCE contract status. The service must fill in the ‘Amendment Form’ which can be downloaded from the DCYA website,(www.dcy.gov.ie) and submit the completed form to ECCEHigherCap@DYCA.gov.ie</p>
<p>What should a higher capitation provider do if their Level 7 staff member is on sick leave or annual leave?</p>	<p>Irregular patterns of non-attendance by the qualified Room Leader are allowable as an exception, only where a service provider keeps records of dates of when the room leader was not in attendance, and the reasons for non-attendance, for compliance purposes. However longer term patterns of non-attendance will require that the service completes an ‘Amendment Form’ which can be downloaded from the DCYA website,(www.dcy.gov.ie) and submit the completed form to ECCEHigherCap@DYCA.gov.ie</p>
<p>I am a higher capitation service with two inter-connecting ECCE rooms. Can I have one Level 7 leader for both rooms?</p>	<p>During the 2016/17 ECCE Programme Call, higher capitation can be applied for on the basis of each ECCE room within your service. In this example you will be granted higher capitation for one ECCE room only, i.e. the room where the level 7 leader is working. If you wish to benefit from higher capitation for both rooms you will need to submit evidence of another level 7 room leader working with the ECCE children in the connecting room.</p>
<p>My Leader is a level 7/8 but their Qualification is not on the DCYA Early Years Recognised Qualifications List</p>	<p>Where a qualification is not published on the list of DCYA Early Years Recognised Qualifications but the holder considers it to be an appropriate Major Award at or above Level 7 on the NFQ or equivalent, the holder can apply to have their qualification assessed for approval. If it is approved for recognition the details of the qualification will be added to the list of DCYA Early Years Recognised Qualifications. The Application Form for Qualifications Recognition can be downloaded from the DCYA website,(www.dcy.gov.ie)</p>
<p>I have hired a new Staff member with a Higher Capitation qualification. Can I apply for Higher Capitation mid-year?</p>	<p>Yes, services which are not currently in receipt of Higher Capitation can apply mid-year. For the application process and application form please visit the DCYA website,(www.dcy.gov.ie)</p>

<p>I have a session in my service which is now entitled to Higher Capitation</p>	<p>If you are currently in receipt of Higher Capitation for at least one session and wish to make a change please fill in the amendment form which can be downloaded from the DCYA website, (www.dcy.gov.ie). You can then submit the form to ECCEHigherCap@DYCA.gov.ie</p>
<p>I have a session in my service which is no longer entitled to Higher Capitation</p>	<p>If you are currently in receipt of Higher Capitation for at least one session and wish to make a change please fill in the amendment form which can be downloaded from the DCYA website, (www.dcy.gov.ie). You can then submit the form to ECCEHigherCap@DYCA.gov.ie</p>
<p>I've been approved for Higher Capitation for (an) ECCE Session(s) but now wish to divide my ECCE-registered children across Higher Capitation and standard ECCE rooms. What do I do?</p>	<p>This is possible only if, by dividing the children across higher capitation and standard ECCE sessions, you will not be paid Higher Capitation for children not attending ECCE Sessions led by a Higher Capitation-qualified Room Leader.</p> <p>If you wish to reduce the number of ECCE Higher Capitation children for which you are being paid in order to maintain compliance with the ECCE Higher Capitation rules, you must complete a 'Session Capacity Reduction Form', which can be downloaded from the DCYA website (www.dcy.gov.ie) and submit by email to ECCEHigherCap@DCYA.gov.ie</p>
<p>Example 1 – How Higher Capitation is applied</p>	<p>A Service has an ECCE session in the morning with a Higher Capitation Room Leader and no assistant. This room has the capacity for 20 children.</p> <p>This room has 11 children attending. 8 are ECCE children. 2 of the ECCE children attend on a part time basis. (one attending 2 days a week and the other attending 3 days)</p> <p>Your service will be paid ECCE Higher Capitation for 7 FTE (full time equivalent) children.</p>

<p>Example 2 – Children leaving</p>	<p>A Service has an ECCE session in the morning with a Higher Capitation Room Leader and no assistant. This room has capacity for 20 children. There is also an ECCE session in the afternoon with a Standard Capitation Room Leader. This service will only receive Higher Capitation for up to 11 full-time equivalent ECCE children for the morning session.</p> <p>In the morning session there are 8 FTE (full time equivalent) ECCE children attending. Your service will be paid ECCE Higher Capitation for 8 FTE ECCE children.</p> <p>Throughout the year two FTE ECCE children leave the morning session (and Leaver Forms completed on PIP) and are replaced with non-ECCE children.</p> <p>The service will now be paid ECCE Higher Capitation for 6 FTE ECCE Children.</p>
<p>Example 3 – Child placement</p>	<p>A service has 3 ECCE sessions currently running. 2 of these sessions are receiving Higher Capitation and 1 is receiving Standard Capitation. The room capacity in both of the Higher Capitation sessions is 20.</p> <p>Considering full capacity the DCYA will approve 40 FTE ECCE children for Higher Capitation.</p> <p>The service must keep in mind that they need to ensure the maximum number of ECCE children are receiving Higher Capitation in the Higher Capitation rooms.</p>
<p>Example 4 – Non-compliance</p>	<p>A service has a Higher Capitation ECCE session with a leader and an assistant currently running concurrently with a Standard Capitation session. The room capacity for each session is 20. There are 30 children in total attending both sessions. The service will be approved for 20 ECCE FTE children.</p> <p>The service has decided to split the children between both sessions. There are 15 in each room.</p> <p>The service must complete a ‘Session Capacity Reduction Form’, which can be downloaded from the DCYA website (www.dcy.gov.ie) and submit by email to ECCEHigherCap@DCYA.gov.ie. If this form hasn’t been submitted, the service would be deemed non-compliant as they are receiving Higher Capitation for 20 children and only 15 children are in the Higher Capitation room.</p>

