

26th May 2011

Below you will find some information on Exemptions for the ECCE scheme, Pre-school Calendars and Fees Policies.

Deadline for Exemptions

Please inform providers that any parent who may need a waiver for a child (born before 2/2/07) for entry to the ECCE scheme in September 2011 (either on the grounds of Special Needs (2 yr pro-rata or 1 yr overage) or on School Policy grounds (seeking 1 yr overage), and who has not already applied must do so **before the 1 July 2011 deadline**.

Pre-school Calendars

Pre-school Calendars should be completed and returned to CCCs by 1 July 2011. However leeway may be given to services by CCCs until the first week of September as the Department of Education School Calendars may be required by some providers to complete their own Pre-school Calendars. However they should be completed as soon as possible, approved by CCCs, and distributed by providers to parents before the start of the pre-school year. (The Pre-school Calendars will not need to be sent to Childcare Directorate but should be kept available by CCCs in case a query arises). If a CCC has a problem with an ECCE service not completing and returning the Pre-school Calendar before the second week in September or not complying with the number of ECCE contract days please notify [the OMCYA] immediately.

Transfer Forms

There is an amendment to the note at the bottom of the Pre-school Calendar. The completed transfer forms (where required) should be received 4 weeks before the beginning of the following term. (This has been reduced from the 6 weeks previously indicated).

Fees Policies

- Providers should be made aware that the fees shown on the Fees Policy once approved should not be increased during the year. If it is necessary to do so during the academic year, the services should notify the CCCs in advance and they in turn forward it to the OMCYA for advice before approval.
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- Higher Capitation Rates, where approved, apply to sessional services only. With regard to Fees Policies this will mean that no Part-time care or Full-Day care sections of the Fees Policy form may have a deduction of €75 (under the 38 week model) from the non-ECCE rate.
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- For those services on higher capitation (38 week) and also running a 50 week model the sessional service may be co-located - i.e. in a room dedicated to a sessional service and notified to HSE as a sessional service, but must not include full or part time daycare children.
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- Where services want to round the ECCE fee down when deducting from the non-ECCE rate (e.g. ECCE rate €66.30 to €66) in favour of the parent this is fine.
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- Any service with optional extra time (e.g. additional half hour on a sessional service) on their Fee Policy must provide the documentation sent to parents outlining this option. Also, if the amount for optional time equals the non-ECCE rate, and the non-ECCE rate includes everything including optional extras (e.g. food, trips etc) then no optional extras amount may be charged to the ECCE parent. Therefore optional extras are charges for all parents (ECCE and non-ECCE) or should not be greater than the non-ECCE rate if the non-ECCE rate is all inclusive.
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- Where voluntary donations are requested by a provider - a mechanism must be provided for this to be made anonymously, e.g. the provider must supply its bank account details and the amount requested to all parents in the service.

To sum up, with each Fees Policy returned please check if optional hours is indicated, optional extras, discounts, donations, and if any of the above is shown there should be documentation in respect of each.