YOUR *Early Years hive* SNAPSHOT

25 March 2024

Upcoming task	Who should do it?	What do I need to do?	When do I need to do it?
National Childcare Scheme (NCS) Returns	Services offering NCS 2023/24.	Complete weekly attendance returns for the previous week on the Returns page of the Early Years Hive.	• 18-24 March returns due Tuesday 26 March. • 25-31 March returns due Tuesday 2 April.
Service Calendar Updates for Easter Break	All services closing during 25-29 March or 2-5 April (Easter break)	Services closing any of these days must add the closure to their service calendar. • **Note:** Good Friday (29 March) is not a bank holiday.	Updates to calendars must be made in advance of the closures.
Scheduled Maintenance to the Early Years Hive	All Early Years Hive users	Note that the portal will be unavailable for a short amount of time during this maintenance.	Wednesday 27 March – provisionally.
Building Blocks Expansion Grant Application Window Open	Partner services wanting to avail of the grant and meet the minimum criteria.	• Review grant terms and complete application on the Early Years Hive at Programmes - Building Blocks Application. • Full information available in the Application Guidelines, Technical Guide and Demonstration Video.	Application deadline: Wednesday 3 April 2024.
Expenditure Return Required for Playing Outside Grant (POG) 2021	Services that received the POG 2021 grant.	If your service is subject to a verification check, relevant documentation (e.g. supporting invoices, bank statements) must be submitted on the Returns page.	Primary Authorised User (PAU) must submit by Friday 12 April.
The above tasks are for general guidance only. You may have additional tasks outstanding. Please check the announcements page and notifications page of the Early Years Hive regularly.			

You might have missed:	Who is it relevant to?	Where can I find it?
Update on the Core Funding Financial Reporting portal and template deadline	Any service that received Core Funding Income during the 2022 /23 Programme Year	Refer to the announcement section on the Early Years Hive.