



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

### **‘How To’ Guide for TEC Service Providers**

### **Fees List and Service Calendar**

## INTRODUCTION

The new online version for processing Fees List and Service Calendar will make the former 'Fees Payment Policy' (FPP) process easier and more streamlined for all service providers. The new process will help by automatically completing the Standard Parent Information letter and in addition a letter for parents outlining the days the service is closed for that programme. This guide will detail how to complete your;

- TEC Fees List
- TEC Calendar
- Printing the Parent Letter

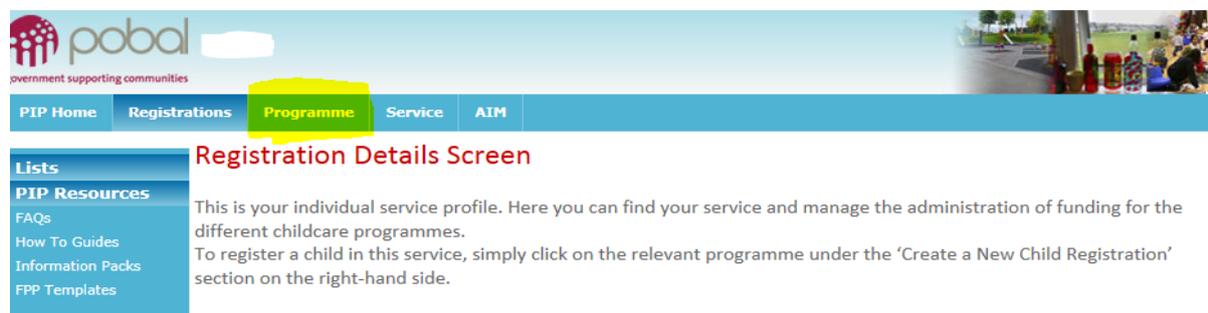
The guide will also outline what will happen after you submit your Fees List and Service Calendar.

## FEES LIST

You are required to develop a Fees List for every programme that you are providing in your service (ECCE, CCS, TEC, CCS- Private). It is important to capture all the session types that you offer to parents. The information required will be similar to that submitted for the FPP last year. The Fees List will outline what services you provide under TEC, the number of days you provide it and the max chargeable to the parent for that service.

### STEP 1

Log into PIP and from the homepage click on the programmes tab:



**Registration Details Screen**

This is your individual service profile. Here you can find your service and manage the administration of funding for the different childcare programmes. To register a child in this service, simply click on the relevant programme under the 'Create a New Child Registration' section on the right-hand side.

### **STEP 2**

Here you will see all the programmes that you are contracted for (see screenshot below). Click on the Fees List that you wish to create/edit; CEC (AS)2016, CETS 2016, CEC (PS)2016, ASCC 2016. The

Fees List for that programme will be opened. The service provider's information such as, name and address and DCYA Ref. no. will be auto-populated and also the rates for that programme will be shown.

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs for 'Programme', 'Service', and 'AIM'. A search bar is located on the right. Below the navigation bar, there is a 'Programme Funding Summary' table. The table has columns for Programme, Programme Status, Approved Payment Funding Status, Provisional Fees Budget List, Fees List Status, Service Calendar, and Calendar Status. The table lists several programmes for 2016, all with an 'Inactive' status and '€0.00 Normal' funding. Each row has links for 'Fees List' and 'Service Calendar'. To the right of the table, there is a sidebar with service details: Service Name, DCYA Ref., Tax Clearance (marked as 'Not compliant'), and Address. Below the sidebar, there are three orange buttons: 'Approved Fees List and Service Calendars', 'Early Years Capital 2016 - Application', and 'Early Years Capital 2016 - Expenditure Reporting'. The 'Approved Fees List and Service Calendars' button has a message below it: 'There are no items to show in this view.' The 'Early Years Capital 2016 - Application' button has a table below it with columns for 'Application Name', 'Application Status', and 'Modified'. The 'Early Years Capital 2016 - Expenditure Reporting' button has a message below it: 'There are no items to show in this view.'

### **STEP 3**

The following format is used for all TEC Fees Lists and Calendars CETS, CEC (PS), CEC (AS) and ASCC however for demonstration purposes; the examples will only show CETS. Under 'Session Description' enter a brief description of **all** session types that you offer.,,'. In the example of CETS **you need to consider all the different session types that you offer with a CETS place and enter them all on the Fees List e.g Full Day Care. Please add only one per line.** This is a free text box and should describe the session as accurately as possible, a few examples of different session descriptions are:

- Full Day Care 8am-6pm
- Part time 1-6pm
- Top-up-out of school sessions
- Afterschool Half Session 3-4pm
- Afterschool with pick-up

You can 'add' a line by clicking the 'add' button and you can delete a line by clicking into the text box; this will give you a dropdown menu to the left of the box giving you three options e.g. in the case of CETS;

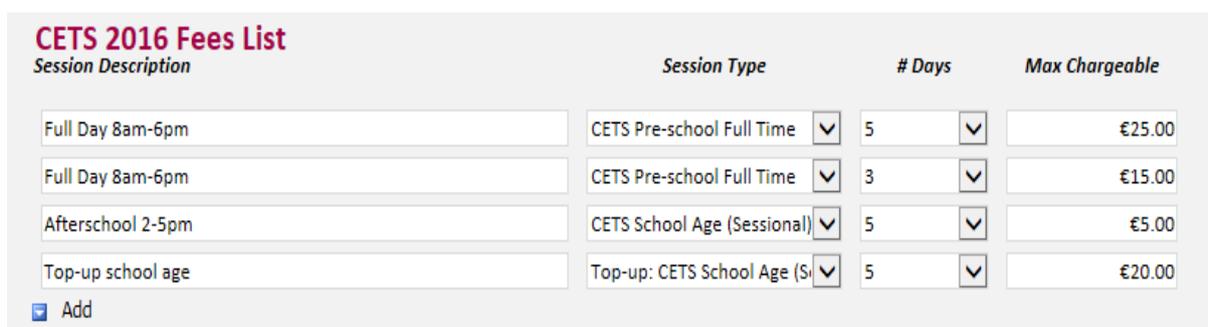
- Insert TEC before
- Insert TEC after
- Remove TEC

Please be advised that how you list the session types here will be how they appear in the Parent Letter (e.g. cannot be sorted alphabetically later when printing the Parent's Letter)

The next box is 'Session Type'. This is a drop down menu that will give you various drop down choices depending on the Fees List you are completing. An example of the options given under the CETS Fees List is:

- CETS Pre-school Full Time
- CETS Pre-school Part Time A.M
- CETS Pre-school Part Time P.M
- CETS School Age (half day)
- CETS School Age (Sessional)
- CETS School Age (Sessional) w/Transport
- Top-up: CETS School Age (Half day)
- Top-up: CETS School Age (sessional)
- Top-up: CETS School Age (Sessional) w/Transport

Here you should link the session type to the session description such as, if you offer CETS in the AM then click 'CETS Pre-School Part Time A.M' and if the CETS session is held in the P.M or is a full day session then click the relevant option. The Top-ups should be listed as a session type if you offer the additional childcare during summer and mid-terms. Please see examples below:



Session Description	Session Type	# Days	Max Chargeable
Full Day 8am-6pm	CETS Pre-school Full Time	5	€25.00
Full Day 8am-6pm	CETS Pre-school Full Time	3	€15.00
Afterschool 2-5pm	CETS School Age (Sessional)	5	€5.00
Top-up school age	Top-up: CETS School Age (S	5	€20.00

Add

The next box is '# days'. This is a drop down menu ranging from 1-5 days. Here you will link the session that you offer over how many days. Some services will only offer all sessions over 5 days however other services may offer sessions over 1-5 days. Please see examples in the screenshot above.

Once you enter the amount of days the system will auto-calculate the 'Max chargeable'. This is the max amount that you can charge the parent for that session type (excluding any optional extras, if applicable).

Please be advised that, in the example above if a parent is availing of an afterschool session throughout the academic year, they can be charged a max of €5 for 5 days however, if they are then availing of additional hours during the school holidays (Top-up session) then the parents Fees will increase from €5 up to €25 for that period (€5 afterschool + €20 Top up (out of school) = €25). This should be ticked on the Parental Letter and it should be explained to parents that their Fees will increase during out of school periods.

#### **STEP 4**

##### Deposits, Discounts and Optional Extras

Please note that if you do not offer any deposits, discounts or optional extras then please do not leave this text box empty and enter 'We do not offer any deposits, discounts or optional extras' as this is the text that will be auto-populated into the parent's letter.

If your service offers any deposits, discounts or optional extras this is where you will document them. Please ensure that you only put one deposit, discount or optional extra per line and add or delete lines where necessary.

Under 'Description' give a brief, but accurate, description of what you are offering. This is a free text box and it is this detail that the parent will see in the parental letter so **ensure that you have described what your optional extra, deposit and discounts are, how much it will cost and how frequent the cost will be**. If the exact cost of a deposit, discount or optional extra is not known at the time of submitting the Fees list then please enter an approximate amount and state to be confirmed two weeks in advance.

Please see some examples of optional extras, discount and deposit below;

<b>Deposits Discounts and Optional Extras</b>	
<i>Type</i>	<i>Description</i>
Optional extras	Collection from school €5 per week
Optional extras	Once off trip to the Zoo €50 (approx). This will be confirmed at least 1 month in advance
Deposit	€20 on enrolment
Discount	€20 deduction per week off full fee for siblings
 Add	

## **STEP 5**

### **EFFECTIVE DATE**

This is the date that the Fees list will become effective from such as, the beginning of the programme year. Please note that if you edit your Fees list to add an additional session type or optional extra throughout the year the effective date selected must be two weeks after you submit it for approval and have informed the parents. The only exception to 2 weeks' notice rule is if the CCC informs the service the Fees List is incorrect.

The form can be saved as a draft however all mandatory fields must be completed, once you submit your Fees list the system will automatically approve it and it will show as "system approved" and may be subject to CCC approval.

## **SERVICE CALENDAR**

Similar to last year, a service calendar will be required for each programme that you are participating in (ECCE, CCS, TEC, CCS-Private). A service calendar will be required for each programme under TEC such as, CETS, CEC (PS), CEC (AS) and ASCC. The service calendar requires you to mark days when the service will be '**closed**', as well as your non-payment weeks.

## **STEP 1**

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

## **STEP 2**

Here you will see all the programmes that you are contracted for. Click on the calendar that you wish to create/edit (CETS, CEC (PS), CEC (AS) and ASCC). The calendar for that programme will be opened. The service provider's information such as name and address and DCYA ref no. will be auto-populated into the form.

## **STEP 3**

Unlike completing last year's calendar, **you will only need to mark in the days/weeks that your service is closed and non-payment weeks**. If your service is closed for more than 3 days in 1 week this will automatically revert to a non-payment week.

However, there is some flexibility in that you can untick this box making it a payment week as long as you tick another non-payment week to replace it where necessary but no further than four weeks from the date of the un-ticked non-payment week.

You must mark the Bank Holidays as closed days. Here is a list of national bank holidays;

- 31<sup>st</sup> Oct 2016 (Mon)
- 26<sup>th</sup> Dec 2016 (Mon)
- 27<sup>th</sup> Dec 2016 (Tue)
- 2<sup>nd</sup> Jan 2017 (Mon)
- 17<sup>th</sup> Mar 2017 (Fri)
- 14<sup>th</sup> Apr 2017 (Fri)
- 17<sup>th</sup> Apr 2017 (Mon)
- 1<sup>st</sup> May 2017(Mon)
- 5<sup>th</sup> Jun 2017 (Mon)
- 7<sup>th</sup> Aug 2017 (Mon)

**N.B Bank holidays should be ticked but should not be counted as a closed day for the purposes of calculations towards non-payment weeks.**

Once you have all your closed days/weeks entered on the calendar you can add up your non-payable weeks by;

Count all the days that you are closed (excluding the bank holidays) and divide it by 5, this will give you the whole number of non-payment weeks such as, if you add up your closed days and have a total of 15 closed days divided by 5, gives you a total of 3 non-payment weeks.

However if your closed days add up to 17 days and once divided by 5 this gives you 3 non-payment weeks with (0.4=2days) left over. The rule is that;

- 1-2 days a week closed is equal to a payment week
- 3-5 days a week closed is equal to a non-payment week

Therefore with the example above having 17 days closed; 3 will be non-payment weeks and the remainder 2 days will be a payment week. However if you had 18 days closed, that would result in 3 full non-payment weeks and the remainder 3 days will result in a non- payment week, bringing the total non- payment weeks to 4 weeks.

## STEP 4

Once you have completed all your closed service weeks/days totals will be calculated at the bottom of the calendar. Here you will see;

- Total payable weeks (this should calculate to the amount of weeks that your service is open and offering a CETS, CEC (PS), CEC (AS) and ASCC place)
- Non-payable weeks (amount of weeks that you will not be paid for, i.e. closed weeks)
- Programme weeks (total payable and non-payable weeks)

**Please ensure that these amounts of weeks are correct and alter the calendar if necessary.**

## STEP 5

Effective date; this is the date that the calendar will become effective from such as, the beginning of the programme year. Enter the effective date and click, submit. Please be advised that the calendar can be edited during the year but may affect child registrations e.g. transfers.

## PRINTING THE PARENT LETTER

The Parent Letter is auto generated and the information regarding your service such as, session types, discounts and optional extras entered into the Fees list with appear in the Parent letter. You can find the Parent Letter under the Programmes tab and under 'Approved Fees list and service calendars' on the right hand side of the screen (see screenshot below). Here you will see all the Fees list (Parental letter) and calendars that you have submitted for each of the programmes.

The screenshot shows a software interface with a navigation bar at the top containing 'Programme', 'Service', and 'AIM' tabs. Below the navigation bar is a search field and a 'Notes' button. The main content area is divided into two sections. On the left is a 'Programme Funding Summary' table, and on the right is a list of 'Approved Fees List and Service Calendars'.

Programme	Programme Status	Approved Payment Funding Status	Provisional Fees Budget List	Fees List Status	Service Calendar	Calendar Status
<b>2016</b>						
CEC 2016 (PS)	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	CCC Approved
ASCC 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	CCC Approved
ECCE 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	CCC Approved
CETS 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	CCC Approved
CEC 2016 (AS)	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	System Approved
CCS 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	System Approved
CCSP 2016	Inactive	€0.00 Normal	Fees List	CCC Approved	Service Calendar	System Approved
<b>2015</b>						
ASCC 2015	Active	€0.00 Normal	Fees List		Service Calendar	
CEC 2015 (AS)	Active	€0.00 Normal	Fees List		Service Calendar	
CEC 2015 (PS)	Active	€0.00 Normal	Fees List		Service Calendar	
CETS 2015	Active	€0.00 Normal	€0.00 Fees List		Service Calendar	

Service Name:  
DCYA Ref:  
Tax Clearance: Compliant  
Address:

**Approved Fees List and Service Calendars**

Programme	Created By	Type	Status	Last Modified	Effective Date
<b>2016</b>					
CETS 2016	ccc_training4	Calendar	CCC Approved	13/07/2016	01/09/2016
ECCE 2016	ccc_training4	Calendar	CCC Approved	13/07/2016	01/09/2016
ASCC 2016	ccc_training4	Calendar	CCC Approved	13/07/2016	01/09/2016
CEC 2016 (PS)	ccc_training4	Calendar	CCC Approved	13/07/2016	01/09/2016
CCSP 2016	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016
CCS 2016	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016
CEC 2016 (AS)	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016
CETS 2016	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016
ECCE 2016	ccc_training4	Fees	CCC Approved	13/07/2016	01/09/2016

## **STEP 1**

You must print 1 letter for each child (the letter should be photocopied when fully completed with one to be kept in the service and one for the parent). Once you complete the child registration on PIP the provider can complete the Parent Letter by entering the following details:

- The child's name
- PIP registration ID
- Place will commence on XXXX and will end on XXXXXX
- 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 Fees including any discounts (if applicable).
- Sign the form and enter the position held (e.g. Manager).

N.B. If the service only entered one Full time x 5 day's session and offers this session from 1-5 days but is pro-rata then you will have to tick the 5 day session and write on the left hand side the Fees and the amount of days the parent is availing of.

## **STEP 2**

The part completed forms are then given to the parent to read and to voluntarily opt into any optional extras if required. The parent must then initial each page of the letter to ensure that they fully understand each page and sign the parental acceptance. Once the parent has signed the letter this is then given back to the provider.

## **STEP 3**

In the letter under the section 'For Providers Use Only' enter the total parent's Fees including any optional extras that they are availing of.

## **STEP 4**

When the letter is fully completed you should photocopy the letter and the copy is returned to the parent while the original is kept in the service. Please ensure that you have a completed and signed parental letter for each child participating in a programme (ECCE, CCS, TEC, CCS-Private), and keep

them on file for your 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 letter should also be printed and given to the parent. This will document the days /weeks that your service is closed. Your calendar can be printed from under 'Approved Fees List and service Calendars' on the right hand side of the screen (see screenshot below). A Service Calendar letter should also be displayed in your service.

Please remember to print a copy of your Fees list also to display in your service. To print your Fees List, click directly into each Fees list and click print (see screenshot below).

The screenshot shows a web application interface with a blue header and a search bar. The main content is divided into two sections. The left section is titled 'Programme Funding Summary' and contains a table with columns: Programme, Programme Status, Approved Payment Funding Status, Provisional Budget, Fees List, Fees List Status, Service Calendar, and Calendar Status. The table lists programmes for 2016 and 2015. The right section is titled 'Approved Fees List and Service Calendars' and contains a table with columns: Programme, Created By, Type, and Status. A yellow arrow points to the 'Fees List' column in the funding summary table, and another yellow arrow points to the 'Approved Fees List and Service Calendars' button in the right-hand section.

Programme	Programme Status	Approved Payment Funding Status	Provisional Budget	Fees List	Fees List Status	Service Calendar	Calendar Status
<b>2016</b>							
CEC 2016 (PS)	Inactive	€0.00 Normal		Fees List	CCC Approved	Service Calendar	CCC Approved
ASCC 2016	Inactive	€0.00 Normal		Fees List	CCC Approved	Service Calendar	CCC Approved
ECCE 2016	Inactive	€0.00 Normal		Fees List	CCC Approved	Service Calendar	CCC Approved
CETS 2016	Inactive	€0.00 Normal		Fees List	CCC Approved	Service Calendar	CCC Approved
CEC 2016 (AS)	Inactive	€0.00 Normal		Fees List	CCC Approved	Service Calendar	System Approved
CCS 2016	Inactive	€0.00 Normal		Fees List	CCC Approved	Service Calendar	System Approved
CCSP 2016	Inactive	€0.00 Normal		Fees List	CCC Approved	Service Calendar	System Approved
<b>2015</b>							
ASCC 2015	Active	€0.00 Normal		Fees List		Service Calendar	
CEC 2015 (AS)	Active	€0.00 Normal		Fees List		Service Calendar	
CEC 2015 (PS)	Active	€0.00 Normal		Fees List		Service Calendar	
CETS 2015	Active	€0.00 Normal	€0.00	Fees List		Service Calendar	

Programme	Created By	Type	Status
<b>2016</b>			
CETS 2016	ccc_training4	Calendar	CCC Approved
ECCE 2016	ccc_training4	Calendar	CCC Approved
ASCC 2016	ccc_training4	Calendar	CCC Approved
CEC 2016 (PS)	ccc_training4	Calendar	CCC Approved
CCSP 2016	ccc_training4	Fees	CCC Approved
CCS 2016	ccc_training4	Fees	CCC Approved
CEC 2016 (AS)	ccc_training4	Fees	CCC Approved
CETS 2016	ccc_training4	Fees	CCC Approved
ECCE 2016	ccc_training4	Fees	CCC Approved

## WHAT HAPPENS NEXT

As soon as a Fees list and calendar has been submitted these will be auto-approved and the status that you will receive will be 'System Approved'. Please be advised that your Fees List and Calendars may be subject to review by your CCC.

There are 3 types of status that you will see when you submit your calendar and Fees list:

- System approved (this requires no action from you)
- CCC approved (this requires no action from you and suggests that your CCC has approved you Fees List/Calendar)
- Query (this requires an action from you, if the CCC are reviewing your Fees list/Calendar and have a query relating to them they will query it and the status will change to query)

If you do get a query from your CCC relating to your Fees list/Calendar you can view this query by clicking into the Fees List or Calendar (whichever is queried). There will be a comment box and it is here that you will see the query.

You will then either amend the Fees list/calendar or contact your CCC for further clarification. If you are amending them, click submit and the CCC will then review it again and either the CCC will approve or query it back again.

**Please be advised that if you have to amend your Fees list or calendar it **will** result in you having to reprint the parent letter and getting parents to re-sign the amended letter to keep on file for compliance purposes. So if you have any doubts regarding completing the Fees List or Calendar online then please contact your CCC prior to submitting your Fees List and or Calendars**