An Roinn Leanaí agus Gnóthaí Óige
Department of Children and Youth Affairs

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government supporting communities

PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

'How To' Guide for ECCE (38 Week) Service Providers

Fees List and Service Calendar

INTRODUCTION

The new online version for processing Fee List and Service Calendar will make the former 'Fee 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 additional a letter for parents outlining the days the service is closed for that programme. This guide will detail how to complete your;

- ECCE Fees List
- ECCE calendar
- Printing the Parent's Letter

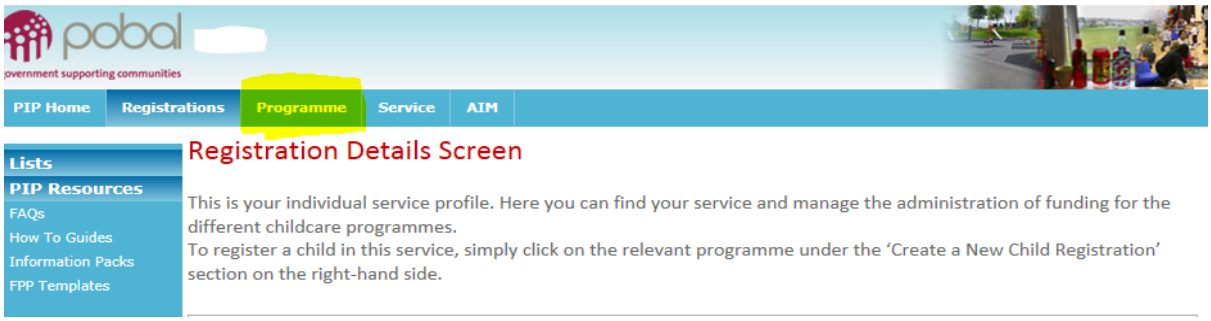
The guide will also outline what will happen after you submit your Fee List and Service Calendar.

FEE 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 Fee List will outline what services you provide under ECCE, the number of days you provide it and the full fee you charge for that service.

STEP 1

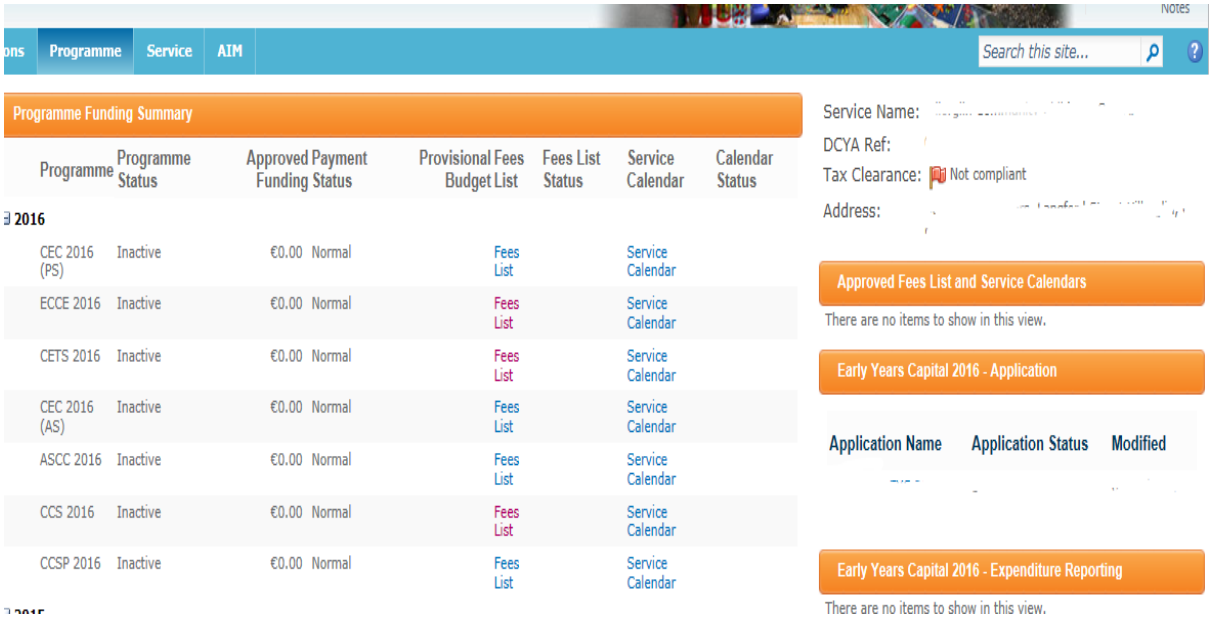
Log into PIP and from the homepage click on the programmes tab:



STEP 2

Here you will see all the programmes that you are contracted for (see screenshot below). Click on the fee list that you wish to create/edit (e.g. ECCE 2016). The fee 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 capitation rates.



STEP 3

Under 'Session Description' enter a brief description of **all** the sessions that you offer such as 'ECCE Session 9-12noon' or 'full day care'. **You need to consider all the different session types that you offer to ECCE children/parents and enter them all on the Fee List. 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:

- ECCE Session 9-12noon
- ECCE Session 12-3pm
- Sessional Session (Non-ECCE)
- Part Time 9-1pm
- Full Day 8am-6pm

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;

- Insert ECCE before
- Insert ECCE after
- Remove ECCE

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 and gives you 3 options:

- ECCE 2016 am 38 weeks
- ECCE 2016 pm 38 weeks
- ECCE 2016 –no capitation

Here you should link the session type to the session description such as, if you offer ECCE in the AM (morning) then click 'ECCE 2016 am 38 weeks' and if the ECCE session is held in the pm then click 'ECCE 2016 PM (afternoon) 38 weeks'. The 'ECCE 2016 – no capitation' option refers to a session type you may offer to non-ECCE children, therefore no-capitation will be applied so, if you have children attending the ECCE session who will pay a full fee until their ECCE eligibility kicks in the Jan/April this should be entered on the Fees List. Please see examples below:

ECCE

Session Description	*Session Type*	*# Days*	*Normal Fee (Before Capitation)*	*Max Chargeable*
Full day under 1yr 8am-6pm	ECCE 2016 a.m. - 38 w	5	€200.00	€135.50
Full day over 1yr 8am-6pm	ECCE 2016 a.m. - 38 w	5	€180.00	€115.50
Part time 1-6pm	ECCE 2016 p.m. - 38 v	5	€110.00	€45.50
Part time 8am-1pm	ECCE 2016 a.m. - 38 w	3	€70.00	€31.30
breakfast club including morning sessional session	ECCE 2016 a.m. - 38 w	5	€100.00	€35.50
ECCE session only	ECCE 2016 a.m. - 38 w	5	€64.50	€0.00
Sessional session non-ECCE	ECCE 2016 - No Capita	5	€75.00	€75.00

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 and over how many days you offer it. Some services will offer all sessions over 5 days. However other services may offer sessions ranging from 1-5 days. Please see examples in the screenshot above.

The next box is 'Normal Fee (before capitation)'. This is where you put in the full fee for each session before any capitation has been deducted. For example, if you provide a full time session (5 days full time) and you charge €180 for that session, then enter €180 in this box. The system will then deduct the ECCE capitation €64.50 from the full fee and will enter the balance fee into the last box 'Max chargeable'. The fee amount under max chargeable will be the max amount that you can charge a parent/guardian for that place.

If your service offers an ECCE session only, then the amount that you will enter under 'Normal Fee (before capitation)' will be the ECCE capitation rate €64.50. This will then calculate the max chargeable fee to €0.00 as you are not permitted to charge the parent/guardian for an ECCE session only (optional extras may have an additional charge).

If your service divides the ECCE capitation over more than 38 weeks (i.e. the child attends the service on a full time basis for 52 weeks and the ECCE capitation is divided over the 52 weeks) then you will still have to select either AM or PM under 'Session type', please be advised that the fee will be calculated over a 38 week period however the actual weekly/monthly fee charged to the parent can be written into the parents letter when printed.

STEP 4

Deposits, Discounts and Optional Extras

Please note 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, discount 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 fee list then please enter an approximate amount and state to be confirmed one month in advance.

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

Deposits Discounts and Optional Extras

Type	*Description*
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 fee list will become effective from such as, the beginning of the programme year. Please note that if you edit your fee list to add an additional session type or optional extra throughout the year the effective date selected must be one month after you submit it for approval and have informed the parents. The only exception to the one month's notice is if the Fees List is incorrectly completed and the CCC has instructed that it needs to be amended.

The form can be saved as a draft however all mandatory fields must be completed, once you submit your fee 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). The service calendar will require services to mark days when the service will be **'closed'**, as well as their 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 (ECCE 2016). 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 you 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 enter another non-payment week within four weeks of un-ticking a non-payment week.

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;

- Service model (this should calculate to no more or less than 38 weeks)
- Days open (this should calculate to no more or less than 183 days)
- Total payable weeks (this should calculate to no more or less than 38 weeks)
- Non-payable weeks (this should be 9 weeks)
- Programme weeks (total payable and non-payable weeks)

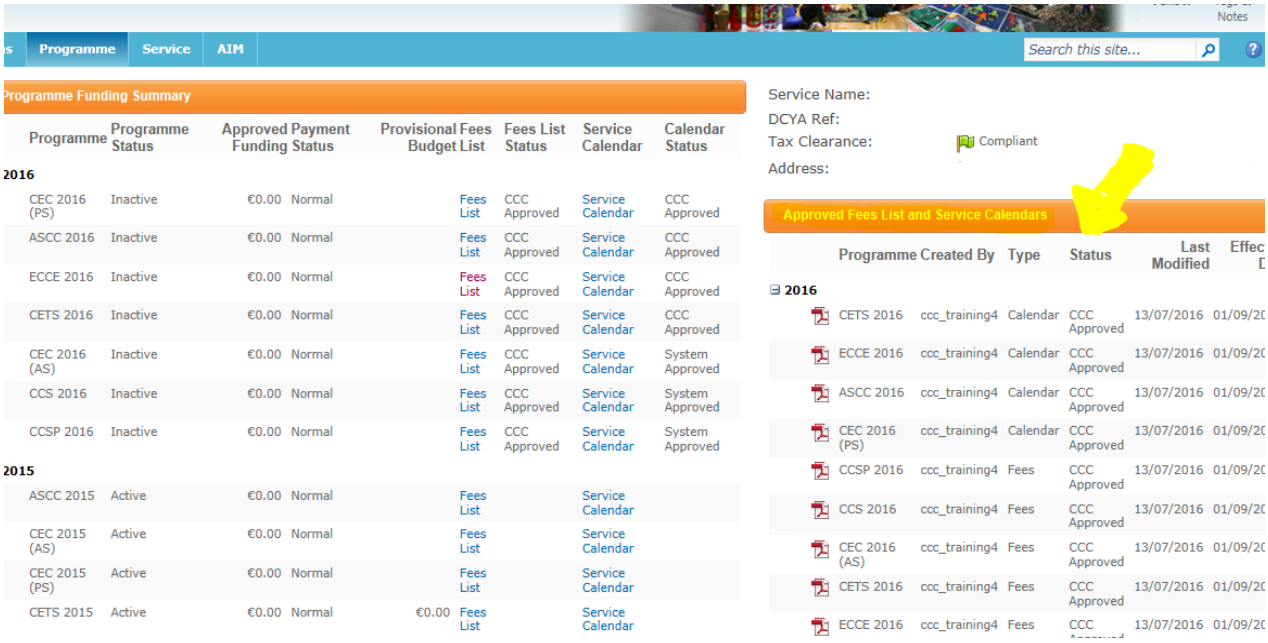
N.B You can only submit the calendar once all the fields are green i.e. 183 days and 38 weeks.

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 Fee 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 screen shotbelow). Here you will see all the Fee list (Parental letter) and calendars that you have submitted for each of the programmes.



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 Fee 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 fee including any discounts (if applicable). Please note that if you offer ECCE within Full/Part time service that exceeds 38 weeks you must include the appropriate amount in the final column. E.g. Full day service offers ECCE over 50 weeks. Full fee is €170 less ECCE capitation €49.02 (spread over 50 weeks), giving a cost to the parent of €120.98 for 50 weeks. In the final column write "€120.98 over 50 weeks". This may be in excess of the figure in the maximum chargeable column but this is allowable in this circumstance only
- Sign the form and enter the position held (e.g. Manager)

STEP 2

The partly 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

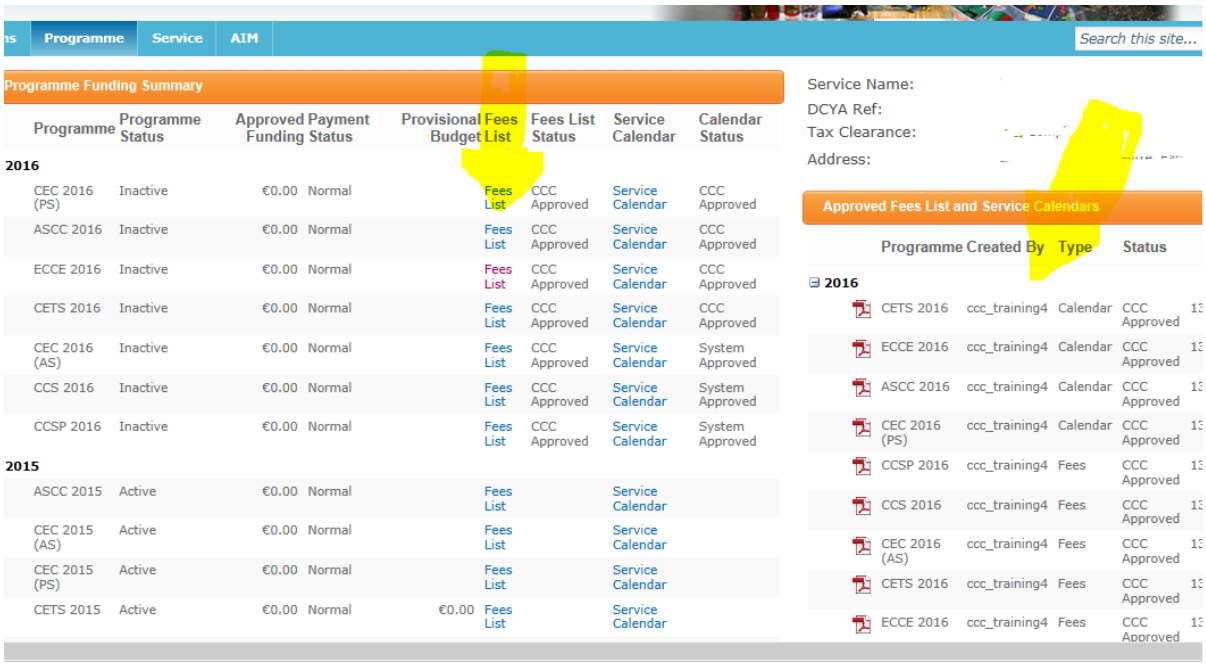
In the letter under the section 'For Providers Use Only' enter the total parent's fee including any optional extras that they are availing of.

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 Fee list also to display in your service. To print your Fee List, click directly into each fee list and click print (see screenshot below).



WHAT HAPPENS NEXT

As soon as a Fee 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 Fee 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 Fee list:

- System approved (this requires no action from you)

- CCC approved (this requires no action from you and confirms that your CCC has approved you Fee List/Calendar)
- Query (this requires an action from you, if the CCC are reviewing your Fee 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 Fee list/Calendar you can view this query by clicking into the Fee 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 fee 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 CCC will approve or query it back again.

Please be advised that if you have to amend your Fee list or calendar it will result in you having to reprint the parent's 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 Fee List or calendar online then please contact your CCC prior to submitting your Fee List and or calendars.