ECCE Calendar

1) Select on **My Account.**

MY ACCOUNT ▼

2) Select on **Service Calendar**.

Service Calendar

3) Select on **Create Calendar.**

Create Calendar

4) Then click on **Programme Call**, and select from the dropdown.

Programme Call *

5) The **Start/End date** will pre-populate.

Start Date *   End Date *

24/08/2020   25/07/2021

6) Select **next** from the bottom right.

Next

7) Select 38 weeks or 41 weeks.

**NOTE
*If your Service is 38 weeks you will **ONLY** be able to select 38 weeks. If your Service is 41 weeks you can select 41 or 38 depending on **Funding Agreement**.*

Service Model

⊘ 38 Weeks   ○ 41 Weeks

8) Under **Calendar effective date**, enter in the date in which the Calendar will be effective from.

Calendar Effective Date

📅

9) Enter in your Non-payable weeks by selecting the tick boxes under MTWTF.

**NOTE
*You will see on the bottom left of the screen the Days Open, Payable/Non Payable and Programme weeks. When you select the tick box this will change accordingly. **E.g. If you are a 38 weeks service then days open need to be 183***

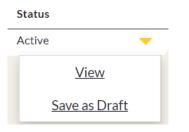10) Once you have finished in point 9, select on **Save as Draft** (if you wish to return later) or s**ubmit** to finish.

Save as Draft   Submit

11) You will receive a message Submission successfully completed.

Home > Service Calendars > New Service Calendar

Saved Successfully.

**NOTE
*For ECCE purposes we recommend **PRINTING the Calendar.***

12) To print select on **My Account** and then select **Service Calendar.**

13) The Calendar will appear here on screen, under Status there is a dropdown next to Active, select **View** from the dropdown.

Status

Active   ▼

View

Save as Draft

14) Scroll to the end of this page and select on **Print Service Calendar**.

Print Service Calendar

**See Note Next Page

Note: According Rule: 3.1.3 of the Rules for ECCE Programme valid for the 2020/2021, Service Providers are required to open for a minimum number of weeks per ECCE Term.

Service must provide a minimum number of weeks for each Term as follows:

ECCE Terms	Dates	Week in Period	Required Payment Weeks for Service Providers	Closed Weeks
Term 1	24/08/2020 – 25/12/2020	18 weeks	16 weeks	2 weeks
Term 2	28/12/2021 – 26/03/2021	13 weeks	11 weeks	2 weeks
Term 3	29/03/2021 – 25/06/2021	13 weeks	11 weeks	2 weeks
	Total	44 Weeks	38 Weeks	6 Weeks

Service Providers are allowed to deviate from the required Payment Weeks per Term outlined above by plus or minus 1 week per Term provided that the excess/shortfall is adjusted by the end of the third term.