

ECCE Fees List Guide for Service Providers

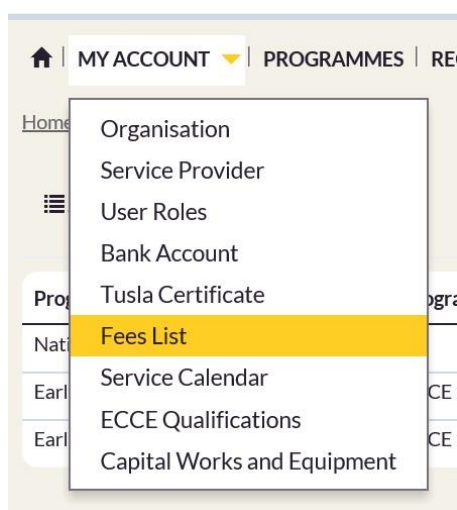
Date: 23/09/2020

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Section 1: Where to find Fees List

Navigate to the 'My Account' tab and select 'Fees List'.



Section 2: Create fees list for specific programme call

Select **Create**

Home > Fees

Active and Draft Fees ▾

Create

Programme	Programme Call ▲	Last Certified Date	Certified By	Status
National Childcare Scheme		09/12/2019	Denise Fitzgerald	Active ▾
Early Childhood Care and Education	ECCE 2019			Active ▾

Use the **orange dropdown** to select programme call i.e. ECCE 2020

Home > Fees > New Fees

Programme

Early Childhood Care and Education ▾

Programme Call

ECCE 2020 ▾

Next

Navigate to Fee Options & Select **Create**.

FEE OPTIONS

Create

Session Type Name ▲	Session Type	# Days	Fee including ECCE (3 free hours)	Fee excluding ECCE	Effective From
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There are no records to display.

Section 3: Creating Fee options & Session Types

ECCE Only Session – This session is only offering ECCE subsidised hours, therefore no extra charges will apply. In this scenario for **Fee Excluding ECCE & Fee Including ECCE** please enter **€0 or N/A** in the free text box. Session Type AM/PM always refers to when ECCE 3 hours take place.

CREATE

DETAILS

Session Type Name *

ECCE Only Mornings 9-12

Session Type *

AM

Days

5

Fee excluding ECCE

0

Fee including ECCE (3 free hours)

0

Effective From *

24/08/2020



Submit

Part time Session – This session offers a combination of 3 ECCE frees hours plus extra hours. ECCE subsidy for **3 hours is €64.50**. In this example, the service would usually charge €80 for a 9am-2pm session. However, when the ECCE subsidy (€64.50) is included the cost of the session **reduces to €15.50** Session Type AM/PM always refers to when ECCE 3 hours take place.

CREATE

×

DETAILS

<div>Session Type Name *</div> <div>Morning 9am - 12am</div>	<div>Session Type *</div> <div>AM</div>
<div># Days</div> <div>5</div>	
<div>Fee excluding ECCE</div> <div>€80</div>	<div>Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service)</div> <div>€15.50</div>
<div>Effective From *</div> <div>25/01/2021</div> <div>📅</div>	

Submit

Full day Session – This session offers a combination of 3 ECCE free hours plus extra hours to provide a full days care. In this example, the service would usually charge €175 for a full days care. However, when the **ECCE subsidy (€64.50)** is included the cost of the session **reduces to €110.50**. Session Type AM/PM always refers to when ECCE 3 hours take place.

CREATE
×

DETAILS

Session Type Name * Full Day 9am to 6pm	Session Type * AM
# Days 5	
Fee excluding ECCE €175	Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service) €110.50
Effective From * 25/01/2021	

Submit

Non-ECCE session – For this session the service has chosen not to enter into the ECCE scheme. This means no subsidy is offered. For example, if the service have chosen to charge €80 for the session. The **Fee excluding ECCE** will be €80. . In this scenario for **Fee Excluding ECCE & Fee Including ECCE** please enter **€0** in the free text box.

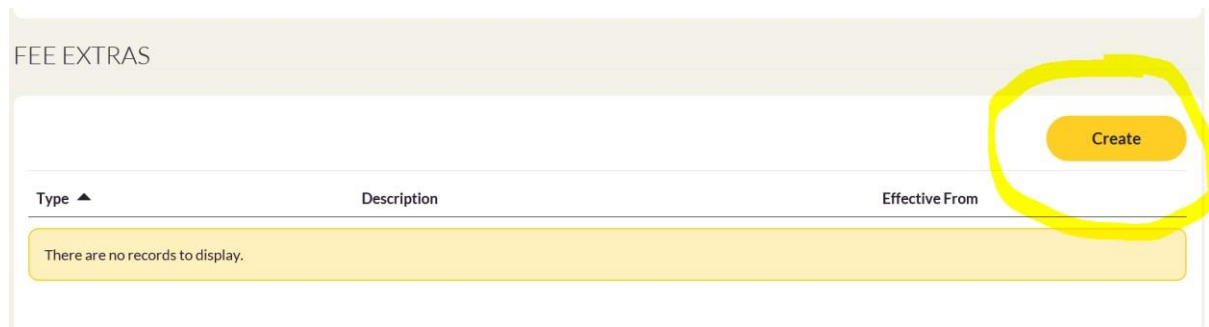
DETAILS

Session Type Name * Non ECCE session	Session Type * PM
# Days 5	
Fee excluding ECCE €80	Fee including ECCE (3 free hours) N/A or 0
Effective From * 24/08/2020	

Section 4: Fee Extras

Note: Rules for Optional Extras can be found within the Rules of ECCE 2020/21 and it can be found on the HIVE.

Select 'Create' under Fee Extras section.



FEE EXTRAS

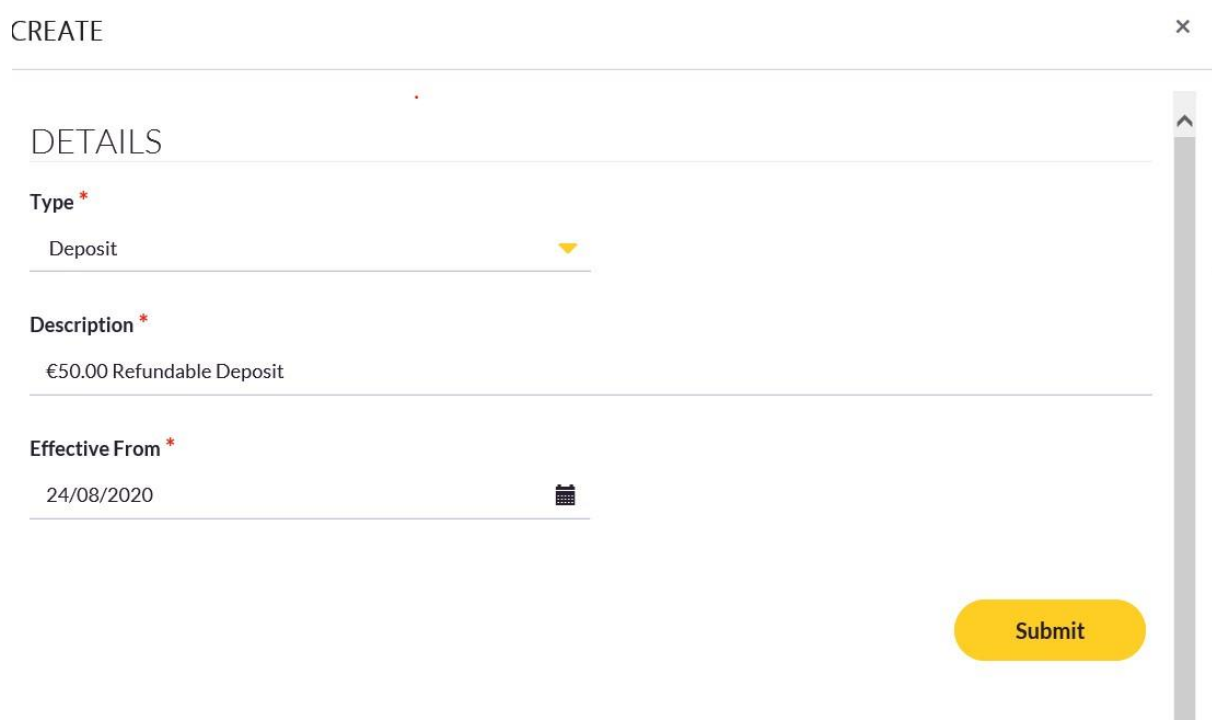
Create

Type ▲	Description	Effective From
There are no records to display.		

Use the yellow drop down arrow to select Fee Extras such as Deposit/Discounts/Optional Extras.

***Please note Deposits/Discounts/ Optional extras must be created separately as per examples below.**

Deposit description boxes are 'free text' please ensure to include the price charged in this description and any other details your service wishes to display. Select effective date and click 'submit'.



CREATE

DETAILS

Type *
Deposit

Description *
€50.00 Refundable Deposit

Effective From *
24/08/2020

Submit

Discount description boxes are 'free text' please ensure to include the price discounted in this description and any other details your service wishes to display. Select effective date and click 'submit'.

****Discount is refunded when child is registered**

DETAILS

Type *

Discount

Description *

€25 discount for second sibling (refund when registered)

Effective From *

25/01/2021

Submit

Optional Extras description boxes are 'free text' please ensure to include the price charged in this description and any other details your service wishes to display. Select effective date and click 'submit'.

EDIT

DETAILS

Type *

Optional Extra

Description *

€20 Nappies/Pull ups

Effective From *

25/01/2021

Submit

***Please ensure that you select 'Create' & 'Submit' separately for each different type of Optional extra you offer. This will ensure your Optional Extras will not all print out on the same line.**

When you have completed your Fee options & Extras select **Submit** then **Submission completed successfully** message will appear.

FEE EXTRAS

[Create](#)

Type ▲	Description	Effective From
Discount	€25 discount for second sibling (refund when registered)	25/01/2021 ▼
Optional Extra	€20 Nappies/Pull ups	25/01/2021 ▼

[Save as Draft](#)
[Submit](#)

Early Years hive

[Home](#) |
 [MY ACCOUNT](#) ▼ |
 [PROGRAMMES](#) |
 [REGISTRATIONS](#) ▼ |
 [FUNDING](#) ▼ |
 [REQUESTS](#)

[Home](#) >
 [Fees](#) >
 Edit Fees

Submission completed successfully.

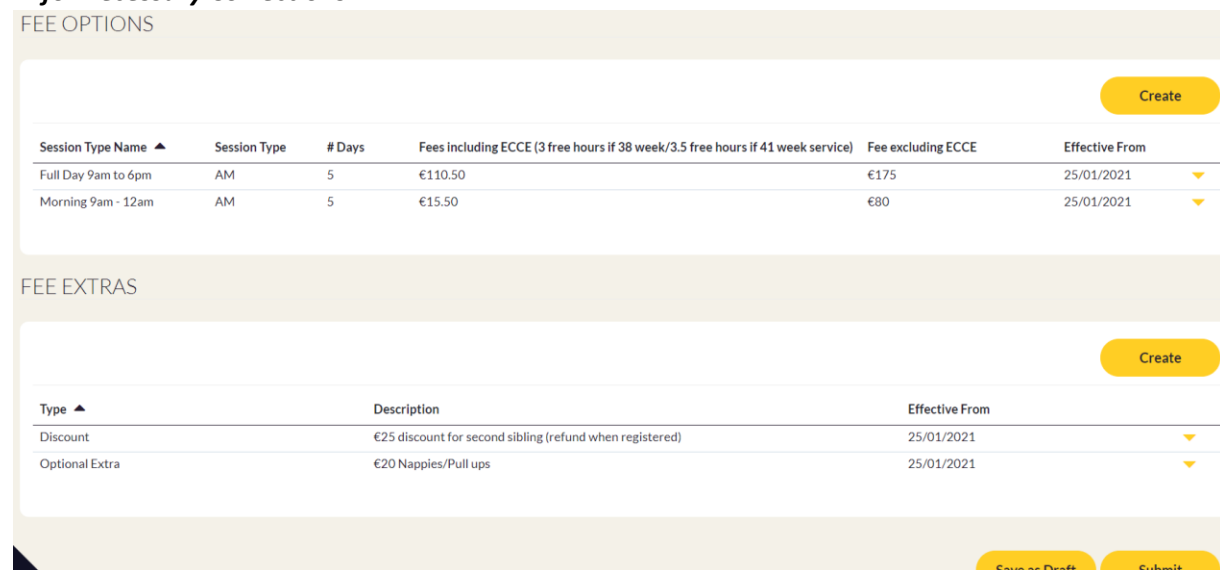
Section 5: How to View & Print Fees List

Navigate to Fees List under **My Account** select the yellow drop down arrow related to the programme call fees list you wish to view and select **View**.

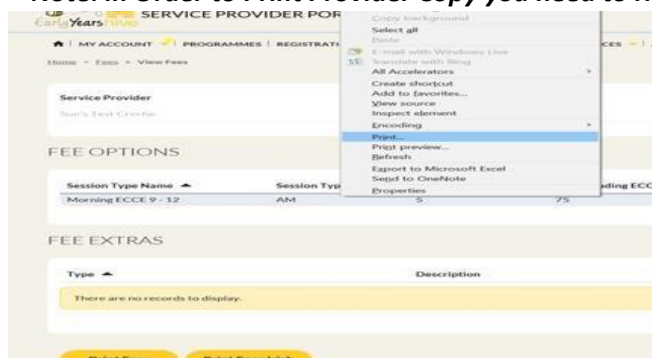


1) The option to **Print Fees** will be available in the bottom left hand corner. (This will print the **Service Fees Information Letter for the Parent**)

****Note: Once the Fees List is submitted, the local CCC will check them, approve and or refer back for necessary Corrections**



****Note: in Order to Print Provider Copy you need to right click on screen and select option to print.**



Section 6: How to Edit Fees List

Use the yellow drop down arrow of the Fee List you wish to view and select **Save as Draft**. This will then create an **editable draft version** of the fees list.

Active and Draft Fees
Create

Programme	Programme Call ▲	Last Certified Date	Certified By	Status
National Childcare Scheme				Active
Early Childhood Care and Education	ECCE 2019			Active
Early Childhood Care and Education	ECCE 2020			Active

View
Save as Draft

Once the Draft Fees List has been created, select the drop down arrow and **Edit**.

Active and Draft Fees
Create

Programme	Programme Call ▲	Last Certified Date	Certified By	Status
National Childcare Scheme				Active
Early Childhood Care and Education	ECCE 2019			Active
Early Childhood Care and Education	ECCE 2020			Active
Early Childhood Care and Education	ECCE 2020			Draft

Edit
Delete

Once in the draft version apply the same, **Save As or Remove** method to anything you wish to edit for your service within Fee Options or Fee Extras. Once complete select 'Submit' and this will become your new 'Active' Fees list replacing all previous fees lists.

FEE OPTIONS

Create

Session Type Name ▲	Session Type	# Days	Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service)	Fee excluding ECCE	Effective From
Full Day 9am to 6pm	AM	5	€110.50	€175	25/01/2021
Morning 9am - 12am	AM	5	€15.50	€80	25/01/2021

Save As
Remove

FEE EXTRAS

Create

Type ▲	Description	Effective From
Discount	€25 discount for second sibling (refund when registered)	25/01/2021
Optional Extra	€20 Nappies/Pull ups	25/01/2021

Save as Draft Submit

Section 7: How to View Fees List History

In Fees List view select the drop down arrow and select **Inactive Fees**.



Home > Fees

Active and Draft Fees ▼

Create

Programme	Programme Call ▲	Last Certified Date	Certified By	Status
National Childcare Scheme				Active ▼
Early Childhood Care and Education	ECCE 2019			Active ▼
Early Childhood Care and Education	ECCE 2020			Active ▼

This **Inactive Fees** view will display previous Fee lists related to your service which can be viewed by selecting **View** from the drop down arrow.



Home > Fees

Inactive Fees ▼

Create

Programme	Programme Call ▲	Last Certified Date	Certified By	Status
Early Childhood Care and Education	ECCE 2020			Inactive ▼
Early Childhood Care and Education	ECCE 2020			Inactive ▼

View