

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 *

24/08/2020

End Date *

25/07/2021

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

Next

- 7) Select 38 weeks or 41 weeks.

**NOTE

Service Providers do not select a service model. Service model is automatically assigned by the system according to their 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 **submit** to finish.

Save as Draft

Submit

- 11) You will receive a message Submission successfully completed.

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**

*****See Note: Issue- "Days Open"**

****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	Total Weeks in period	Required minimum no of opening weeks per term	Closed weeks
Term 1	23/08/2021-24/12/2021	18	15 - 17weeks	Up to 3 weeks
Term 2	27/12/2021-15/04/2022	16	12 - 15 weeks	Up to 4 weeks
Term 3	18/04/2022-15/07/2022	13	8 – 13 weeks	Up to 5 weeks
		47 weeks	Must meet required 38/41 weeks (Separate system rule in place for this)	Maximum 9 for 38 week service model, Maximum 6 for 41 week model

2021-22 Programme Call: 38 week Services run over 45 weeks and must submit their calendar with an end date on 01/07/2022 as per table presented.

2021-22 Programme Call: 41 week Services run over 47 weeks adding to Term 3 two more open weeks, therefore the required minimum number of opening weeks in Term 3 will be 10 - 13 weeks.

*** Note: Issue-“Days Open”

Please note: The Hive is currently showing +10 days when providers submit their ECCE Calendar, instead of 183. This is a known issue currently being corrected by our IT Team.

Active and Draft Service Calendars Create Calendar

Name	Start Date ▲	End Date	Days in Period	Days Open	Subsidised Closures	Unsubsidised Closure	Payable Weeks	Non-Payable Weeks	Status
ECCE 2021	23/08/2021	15/07/2022	327	193	0	33	38	7	Active ▼

All validations are performed on the Calendar itself, so if your Calendar was submitted with the correct number of open days (183), there is no need to take any further action.

Please note that 41 week Services are not affected.

ECCE Calendar – Quick Guide