

ECCE Fees List Guide for Service Providers

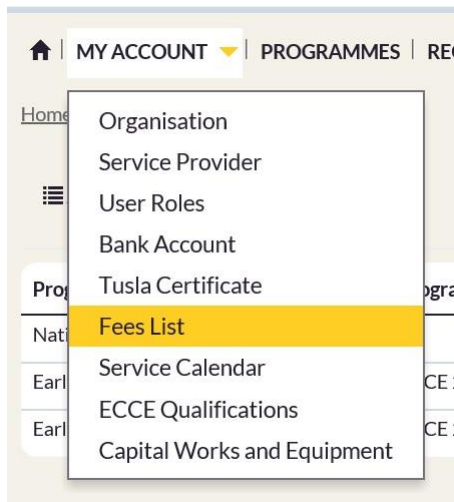
Date: 26/08/2021

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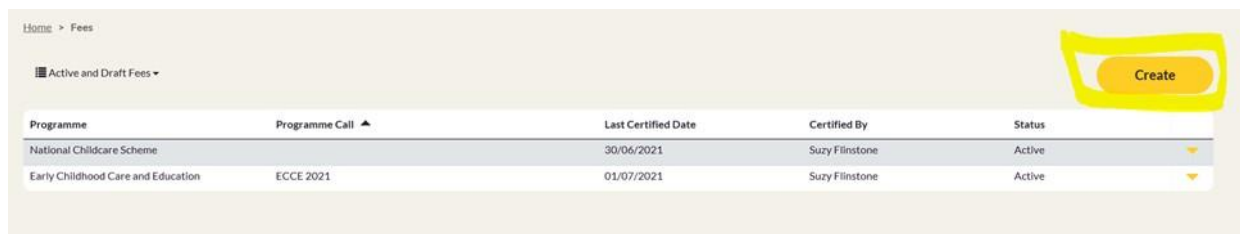
Section 1: Where to find Fees List

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

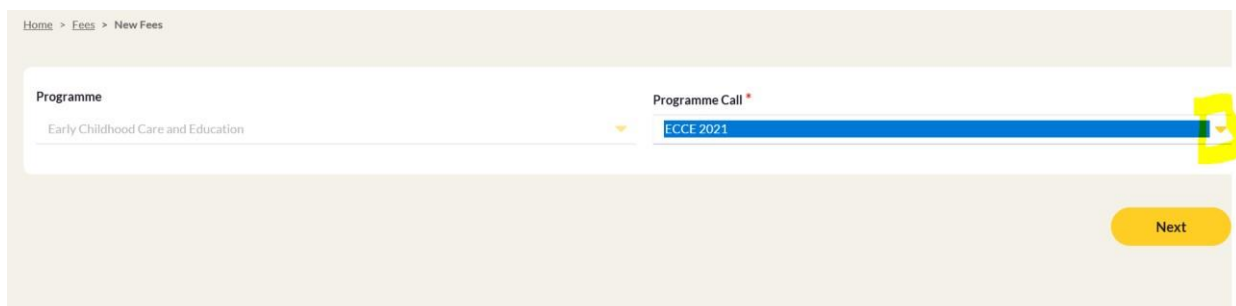


Section 2: Create fees list for specific programme call

Select Create



Use drop down yellow Arrow to select programme call i.e. ECCE 2021



Navigate to Fee Options & Select 'Create'.

FEE OPTIONS

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

Create

Section 3: Creating Fee options & Session Types

**** Note: The examples below are for illustrative purposes only, they may vary for your Service.**

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 * <input type="text" value="ECCE Only Mornings 9-12"/>	Session Type * <input type="text" value="AM"/>
# Days <input type="text" value="5"/>	
Fee excluding ECCE <input type="text" value="0"/>	Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service) <input type="text" value="0"/>
Effective From * <input type="text" value="23/08/2021"/>	

Submit

Part time Session – This session offers a combination of 3 ECCE free 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.

EDIT ✕

DETAILS

<p>Session Type Name *</p> <p>Morning 9am-2pm</p> <hr/> <p># Days</p> <p>5</p> <hr/> <p>Fee excluding ECCE</p> <p>€80</p> <hr/> <p>Effective From *</p> <p>23/08/2021 📅</p>	<p>Session Type *</p> <p>AM ▼</p> <hr/> <p>Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service)</p> <p>€15.50</p> <hr/>
--	---

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.

EDIT ✕

DETAILS

<p>Session Type Name *</p> <p>Full Time 9am- 6pm</p> <hr/> <p># Days</p> <p>5</p> <hr/> <p>Fee excluding ECCE</p> <p>€175.00</p> <hr/> <p>Effective From *</p> <p>23/08/2021 📅</p>	<p>Session Type *</p> <p>AM ▼</p> <hr/> <p>Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service)</p> <p>€110.50</p> <hr/>
---	--

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 or N/A' in the free text box.

EDIT



DETAILS

Session Type Name *

Non-ECCE session

Session Type *

PM

Days

5

Fee excluding ECCE

€80.00

Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service)

N/A or 0

Effective From *

23/08/2021



Submit

Section 4: Fee Extras

Note: Rules for Optional Extras can be found within the Rules of ECCE 2021/22 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 *
 ▼

Description *

Effective From *
 📅

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'.

EDIT x

DETAILS

Type *
Optional Extra ▼

Description *
€20.00 Trip to the Zoo

Effective From *
23/08/2021 📅

[Submit](#)

CREATE

DETAILS

Type *
Discount ▼

Description *
€20.00 discount for Siblings

Effective From *
23/08/2021 📅

[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'.

*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.


FEE EXTRAS

[Create](#)

Type ▲	Description	Effective From
Deposit	€20.00 Refundable Deposit	23/08/2021 ▼
Discount	€20.00 discount for Siblings	23/08/2021 ▼
Optional Extra	€20.00 Trip to the Zoo	23/08/2021 ▼

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

When you have completed your Fee options & Extras select 'Submit' (as shown above) & the below 'Submission completed successfully' message will appear.

 SERVICE PROVIDER PORTAL (TEST-NEW)

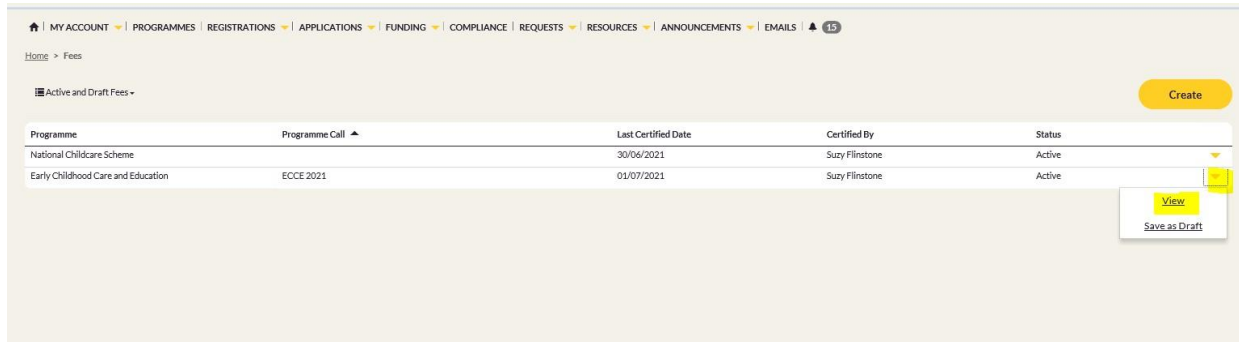
[Home](#) | [MY ACCOUNT](#) ▼ | [PROGRAMMES](#) | [REGISTRATIONS](#) ▼ | [FUNDING](#) ▼ | [REQUESTS](#)

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

Submission completed successfully.

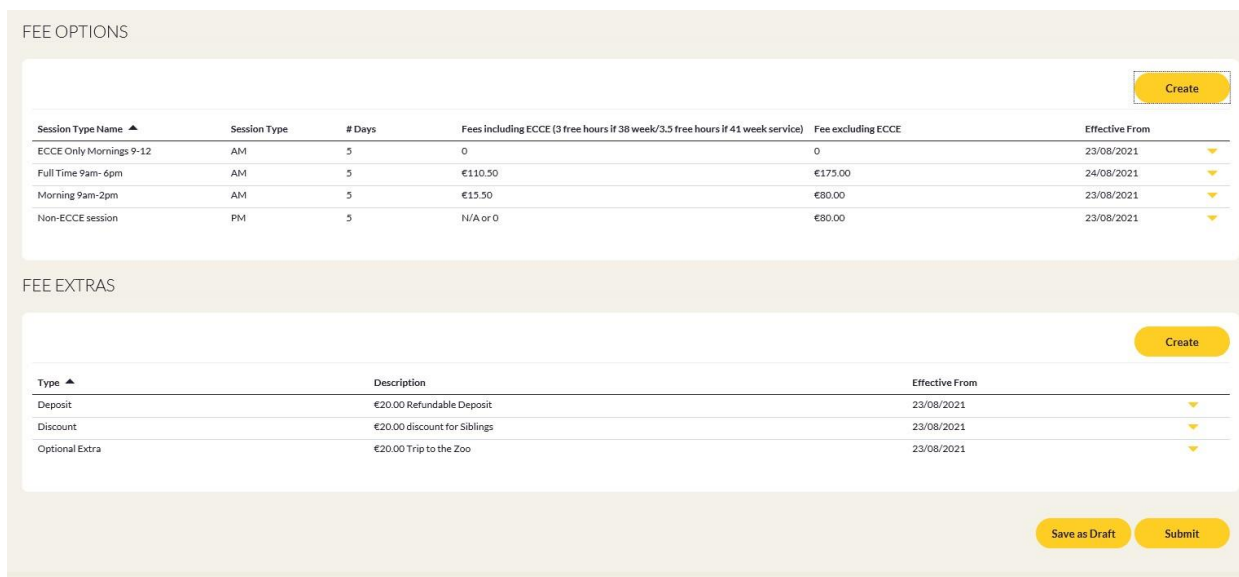
Section 5: How to View & Print Fees List

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'.



Programme	Programme Call	Last Certified Date	Certified By	Status
National Childcare Scheme		30/06/2021	Suzy Flinstone	Active
Early Childhood Care and Education	ECCE 2021	01/07/2021	Suzy Flinstone	Active

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)



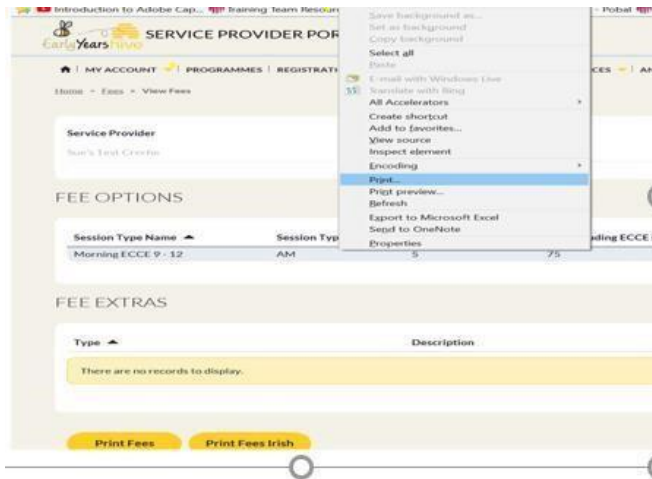
FEE OPTIONS

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
ECCE Only Mornings 9-12	AM	5	0	0	23/08/2021
Full Time 9am- 6pm	AM	5	€110.50	€175.00	24/08/2021
Morning 9am-2pm	AM	5	€15.50	€80.00	23/08/2021
Non-ECCE session	PM	5	N/A or 0	€80.00	23/08/2021

FEE EXTRAS

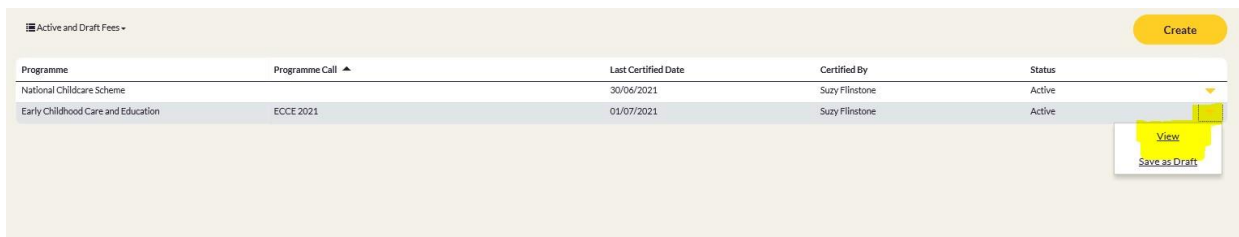
Type	Description	Effective From
Deposit	€20.00 Refundable Deposit	23/08/2021
Discount	€20.00 discount for Siblings	23/08/2021
Optional Extra	€20.00 Trip to the Zoo	23/08/2021

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.



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



Once in the draft version apply the same 'Save As' and 'Edit' 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 EXTRAS

[Create](#)

Type ▲	Description	Effective From
Deposit	€20.00 Refundable Deposit	23/08/2021
Discount	€20.00 discount for Siblings	23/08/2021
Optional Extra	€20.00 Trip to the Zoo	23/08/2021

[Save As](#)
[Remove](#)
[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 ▼

Active and Draft Fees

Inactive Fees

[Create](#)

Programme Call ▲	Last Certified Date	Certified By	Status
National Childcare Scheme	30/06/2021	Suzy Flinstone	Active
Early Childhood Care and Education	01/07/2021	Suzy Flinstone	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](#)

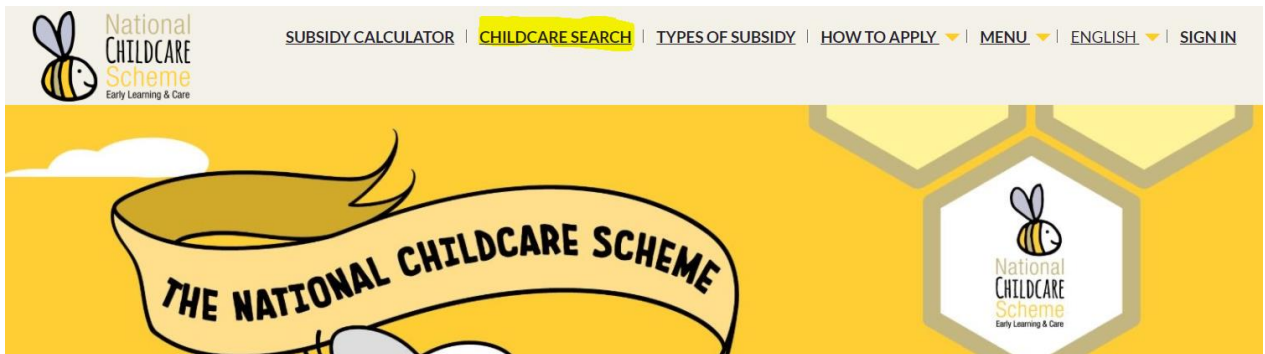
Programme	Programme Call ▲	Last Certified Date	Certified By	Status
Early Childhood Care and Education	ECCE 2020			Inactive
Early Childhood Care and Education	ECCE 2020			Inactiv

[View](#)

Section 8: How to view Fees list under the Childcare search on the Applicant Portal

Select on <https://www.ncs.gov.ie/en/>

Then select on **Childcare search** from the top, see below screenshot.



Under the Childcare search, there are several **filtering options** from the top.

Once you select on the filters you need then select on the **filter button**.

The filters allow you to select by **County, search by address and select Type and/or Programme.**

Home > Childcare Service Search

Print

County Search by address Type Community National Childcare Scheme
 Private Early Childhood Care and Education

Filter

Name ▲	County	Address	Type	Email	Phone
cheeky cherubs	Cork	POBAL, Unit 1102 Building 1000, City Gate Mahon Cork T12RY76	Private	cheekycherubs@mail.ie	5463426
Alan_One	Cork	F07, Block F Victoria Mills Victoria Cross Cork T12HH70	Private	Alan@fake.email	3456789
April School	Kerry	KERRY SCHOOL OF MUSIC & PERFORMING ARTS Old Custom House High Street Tralee V92K526	Private	aprilschool@mail.com	123
April ST	Kerry	MID KERRY CABS AND TOURS LTD, Garrane West Killorglin V93FC94	Private	aprilst@mail.com	aprilst@mail.com
autotest_UATakdy	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Private	testakdy@Pobal.ie	802315032
autotest_UATaqtv	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Private	testaqtv@Pobal.ie	415071506

To view the **Fees list** for a particular Service, select on the orange dropdown next to the Service and select **View Fees**.

CHILDCARE SERVICE SEARCH

Home > Childcare Service Search

Print

County: Search by address: Type: Community National Childcare Scheme Private Early Childhood Care and Education Filter

Name ▲	County	Address	Type	Email	Phone
cheeky cherubs	Cork	POBAL, Unit 1102 Building 1000, City Gate Mahon Cork T12RY76	Private	cheekycherubs@mail.ie	5463426
Alan One	Cork	F07, Block F Victoria Mills Victoria Cross Cork T12HH70	Private	Alan@fake.email	3456789
April School	Kerry	KERRY SCHOOL OF MUSIC & PERFORMING ARTS Old Custom House High Street Tralee V92K526	Private	aprilschool@mail.com	123
AprilST	Kerry	MID KERRY CABS AND TOURS LTD. Garrane West Killorglin V93FC94	Private	aprilst@mail.com	aprilst@mail.com

Under **View Details**, you will see each Programme and the **Fees list** for each programme.

Select on the **Print icon** to view the Fees list.

****Note:** Not all Services offer both programmes but the Fees list for either programme will appear here.

View Details



FEES

Business / Facility Name *

autotest_UATduls

Programme

Programme Year ▲

National Childcare Scheme



Early Childhood Care and Education

ECCE 2021



Here is an example of **ECCE Fees list**

Service Provider: cheeky cherubs

Programme Call Year: 2021/2022

Status: Active

Fees Options

Session Type Name	Session Type	# Days	Fee Including ECCE (3 free hours)	Fee Excluding ECCE	Effective From
Full	AM	5		160.00	11/07/2021

Fees Extras

Type	Description	Effective From