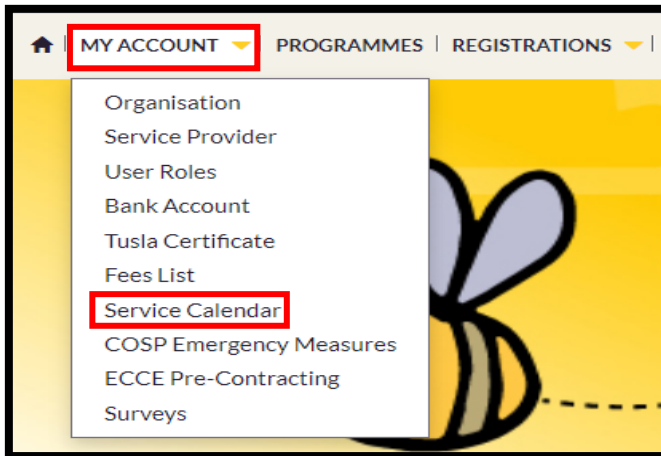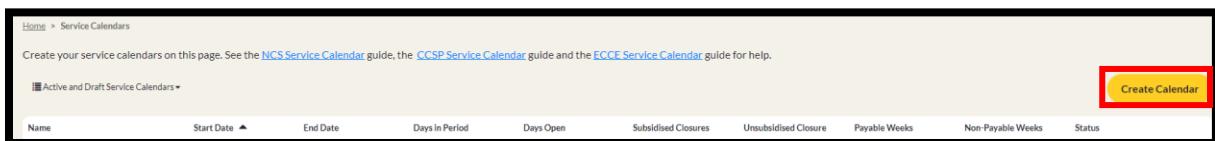**Early Years Hive**

Adding an ECCE Service Calendar Quick Guide (38-week service)

Adding an ECCE Service Calendar Quick Guide (38-week service)

Navigate to 'My Account' tab on the service Home Page and select "Service Calendar" from the drop-down Menu.
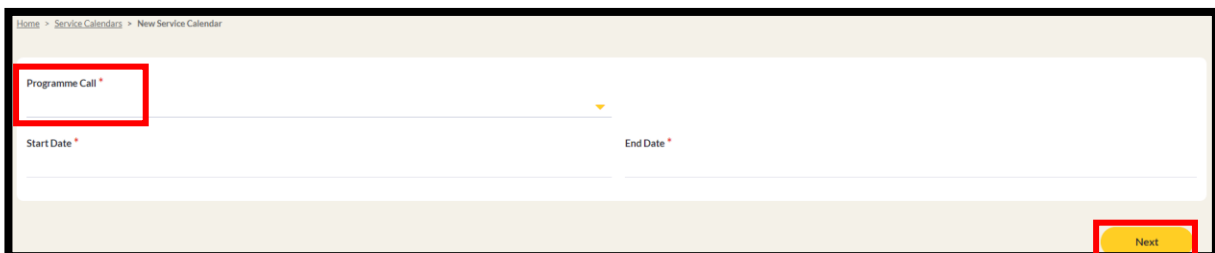

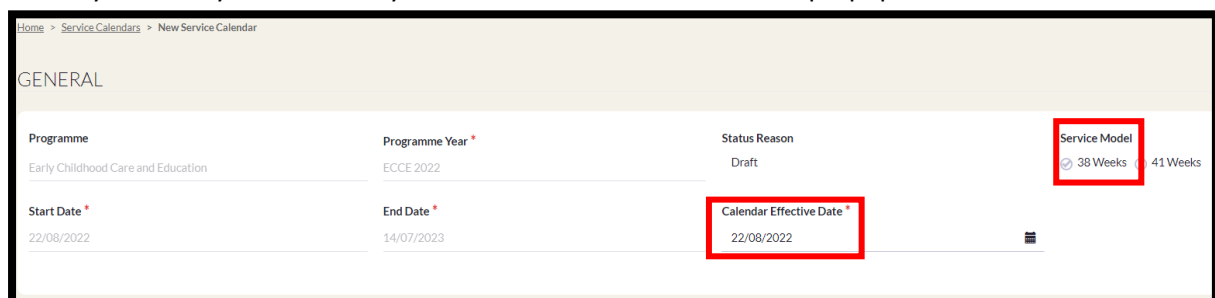Select 'Create Calendar' button.

Select correct Programme & Programme Call from the yellow drop-down arrow.

Programme start & end dates will pre-populate & then select "Next".

A calendar 'effective date' must be selected before creating your calendar. Please note this day will always be a Monday. The start date and end date will prepopulate.

Enter in your non-payable weeks by selecting the tick boxes under MTWTF.

Note: You will see on the bottom left of the calendar the days open, Total Payable weeks/ non-payable weeks and Programme weeks. When you select the tick boxes this will change accordingly. If you are a 38-week service, then days open need to be 182.

Once completed select "Save as Draft" if you wish to return later, or "Submit" if you are ready to submit your ECCE Service Calendar.
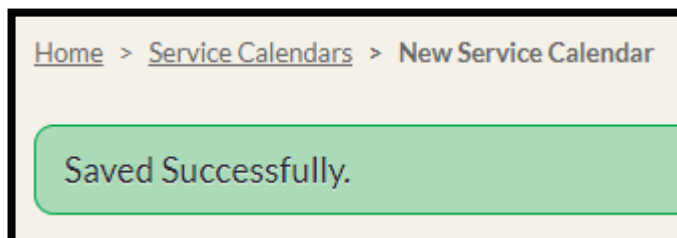

You will receive the below pop up once your calendar has been saved successfully.

Note: For ECCE purposes we recommend PRINTING the calendar.

To Print your ECCE Service Calendar, select "My Account" then select Service Calendar.
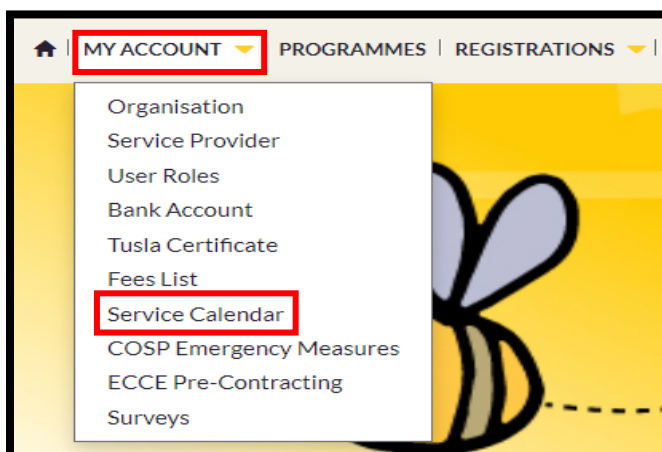
Select the yellow drop-down arrow on your ECCE Service Calendar once your calendar is Active.

Select "View" from the drop-down menu.
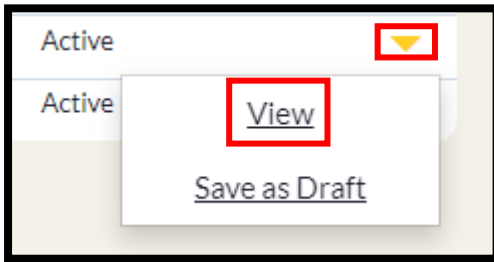
Once you scroll to the end of the active service calendar you will have the option to "Print Service Calendar" in English or "Print Service Calendar Irish".
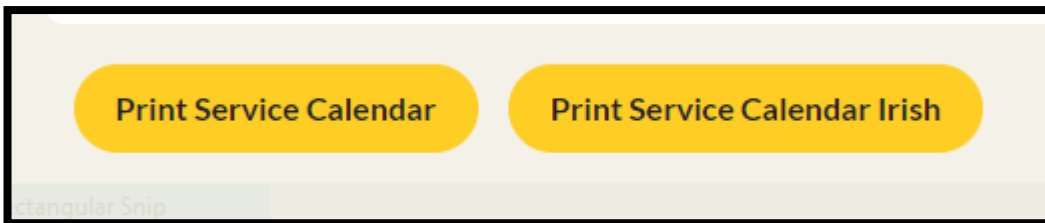
NOTE: Childcare services that want to change their Calendar must engage with their local CCC to have it approved (by email), give 20 days' notice to parents and display the revised Calendar in their service.

Note: According Rule: 3.1.3 of the Rules for ECCE Programme valid for the 2022/2023, 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	22/08/2022-23/12/2022	18	15 - 17weeks	Up to 3 weeks
Term 2	26/12/2022-07/04/2023	15	11 - 14 weeks	Up to 4 weeks
Term 3	10/04/2023-14/07/2023	14	09 – 14 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

2022-23 Programme Call: 38-week Services run over 45 weeks and must submit their calendar with an end date on 30/06/2023 as per table presented.

2022-23 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 09 - 14weeks.