



Early Years Hive

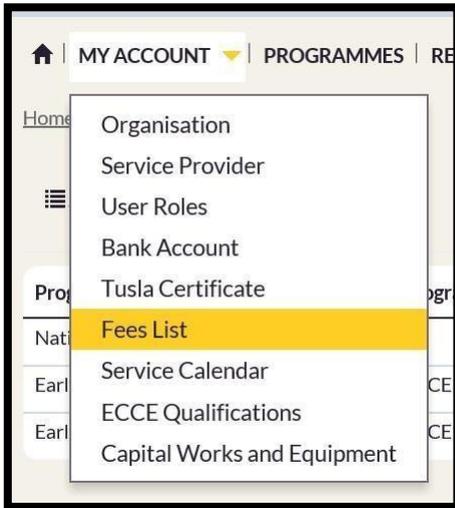
How To Add an ECCE Fees List with Childcare Search.

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Section 1: Where to find Fees List

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

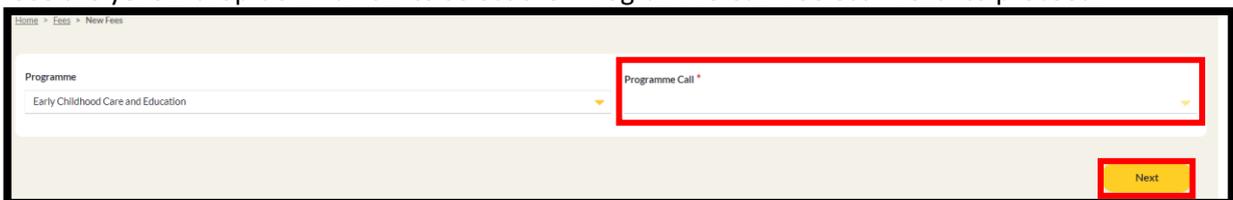


Section 2: Create fees list for specific programme call

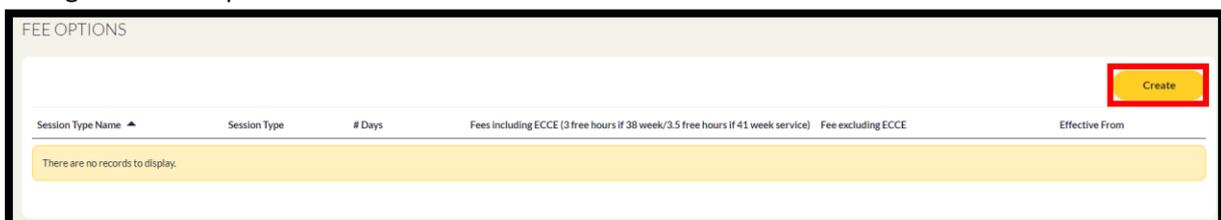
Select Create



Use the yellow drop-down arrow to select the "Programme Call". Select "Next" to proceed.



Navigate to Fee Options & Select 'Create'.



Section 3: Creating Fee options & Session Types

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

Example 1

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

Submit

Example 2

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.

CREATE ×

DETAILS

Session Type Name *	Session Type *
Mornings 9am -2pm	AM ▼
# Days	
5	
Fee excluding ECCE	Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service)
80	15.5
Effective From *	
<input type="text"/>	

[Submit](#)

Example 3

Full day Session – This session offers a combination of 3 ECCE free hours plus extra hours to provide a full day’s care. In this example, the service would usually charge €175 for a full day’s care. However, when the ECCE subsidy (€64.50) is included so 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 *	Session Type *
Mornings 9am -6pm	AM ▼
# Days	
5	
Fee excluding ECCE	Fees including ECCE (3 free hours if 38 week/3.5 free hours if 41 week service)
175.00	110.50
Effective From *	
<input type="text"/>	

Submit

Example 4

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 has 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.

CREATE ×

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) 0 or N/A
Effective From * <input type="text"/>	

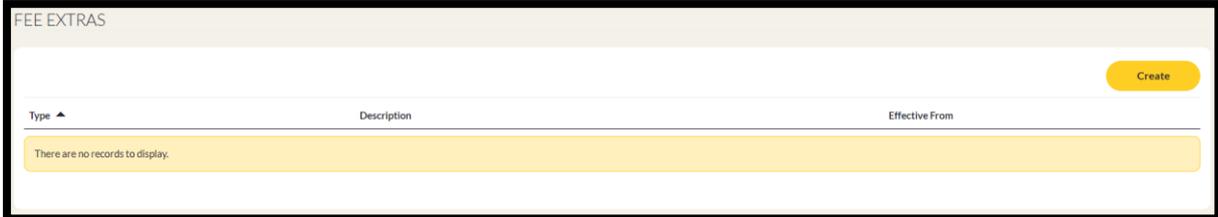
Submit

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.

Note: If your service does NOT collect deposits, offer discounts, or optional extras this must be reflected on your fees list.

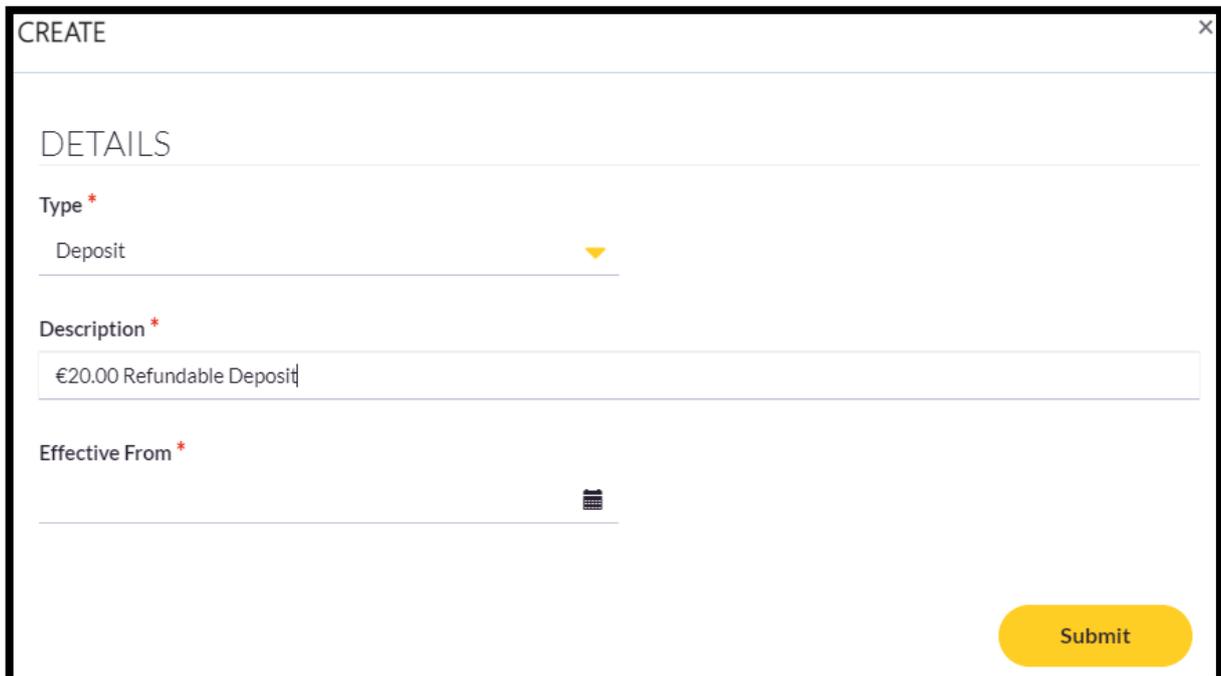
Select 'Create' under Fee Extras section.



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 the "Effective From" date and click "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 from" date and click "Submit".

CREATE ×

DETAILS

Type *
Optional Extra ▼

Description *
€20.00 Trip to the Zodi

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 From" date and click "Submit".

CREATE ×

DETAILS

Type *
Discount ▼

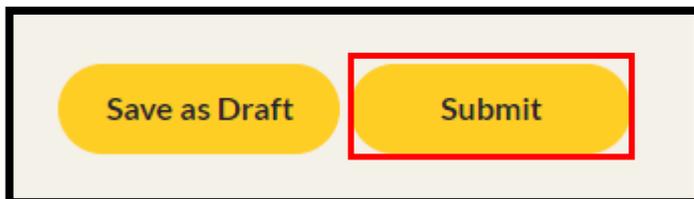
Description *
€20.00 Discount for Siblings

Effective From *
📅

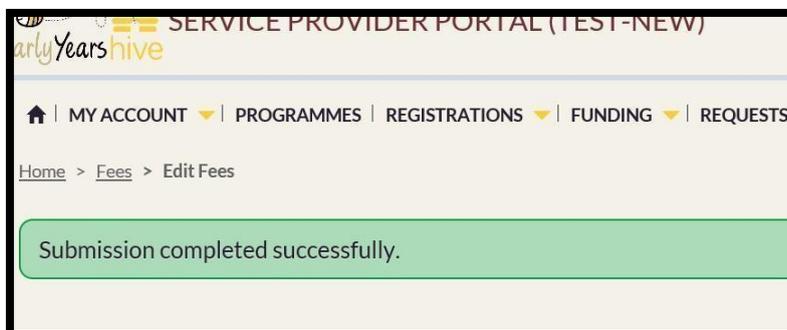
Submit

*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.

Type ▲	Description
Deposit	€20.00 Refundable Deposit
Discount	€20.00 Discount for Siblings
Optional Extra	€20.00 Trip to the Zoo

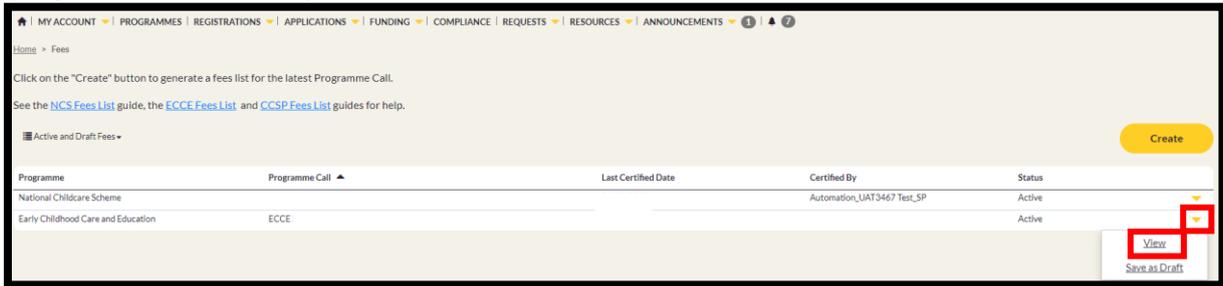


When you have completed your Fee options & Extras select "Submit" and the below "Submission completed successfully" message will appear.



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”.

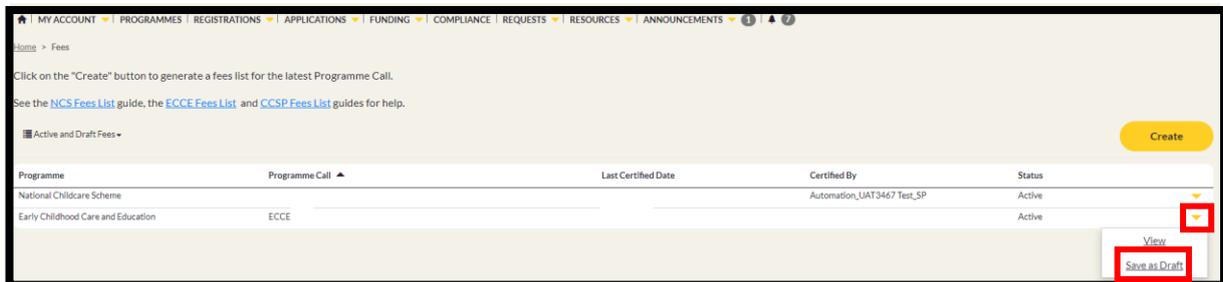


1) The option to “Print Fees Letter” will be available in the bottom left-hand corner in both Irish and English. The option to “Print Fees List” will also be available in both Irish and English.

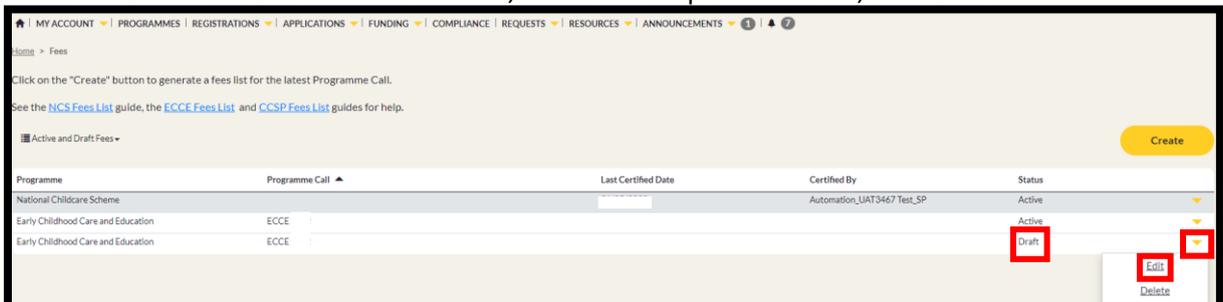


Section 6: How to Edit Fees List

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](#)

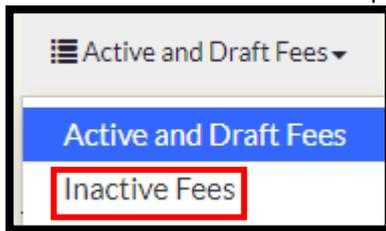
Type ▲	Description	Effective From
Deposit	€20.00 Refundable Deposit	
Discount	€20.00 Discount for Siblings	
Optional Extra	€20.00 Trip to the Zoo	

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

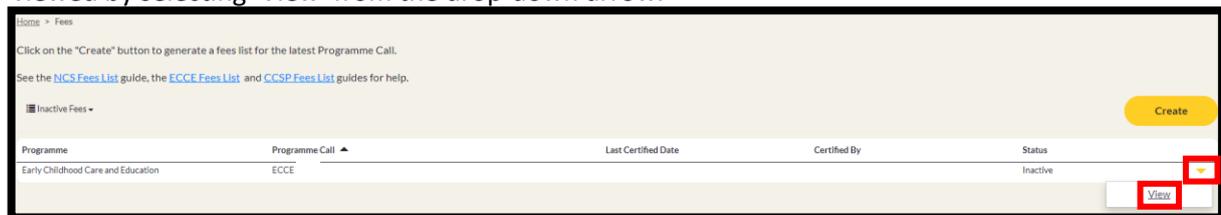
[Save As](#)
[Remove](#)

Section 7: How to View Fees List History

In Fees List view select the drop-down arrow and select “Inactive Fees”.



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.



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

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

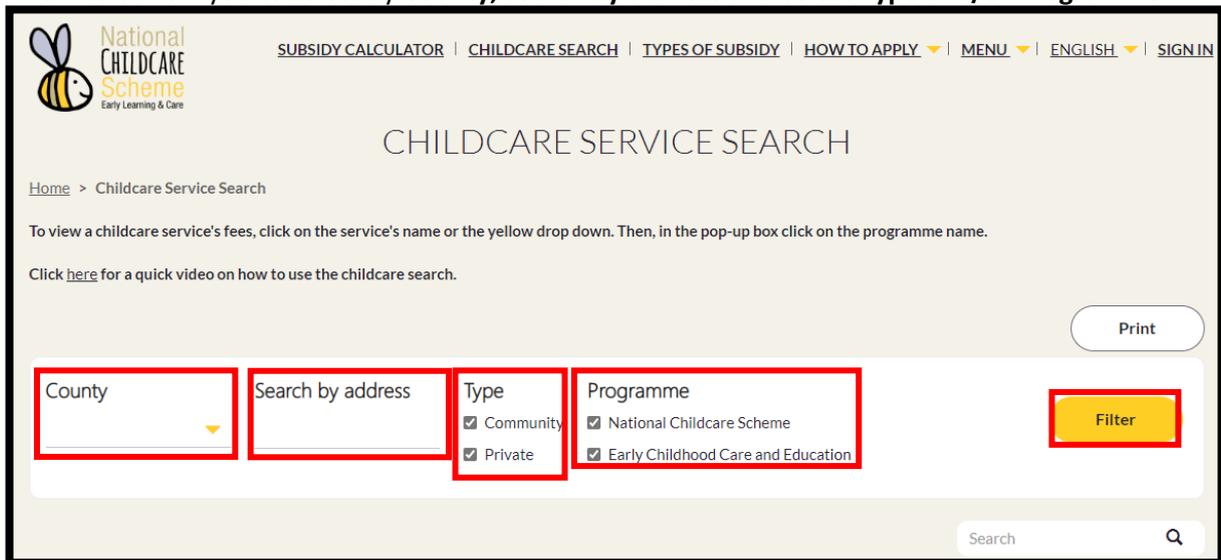
Then select on “**Childcare Search**” from the top, see below screenshot.



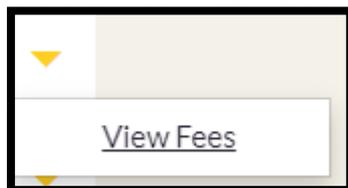
Under the Childcare search, there are several **filtering options** from the top.

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**.



To view the **Fees list** for a particular Service, select on the yellow drop-down arrow next to the Service and select **View Fees**.



Under “**View Details**”, you will see each “Programme”. To view the “**Fees list**” for each programme select the relevant programme.
Select on the **Print icon** to print the Fees list.

View Details ×

FEES

Business / Facility Name *
Business/Facility Name will appear

Programme	Programme Year ▲
<u>National Childcare Scheme</u>	
Early Childhood Care and Education	ECCE 2021

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

Here is an **example** of an **ECCE Fees List**.

Service Provider:

Programme Call Year: 2022/2023

Status: Active

Fees Options

Session Type Name	Session Type	# Days	Fee Including ECCE (3 free hours)	Fee Excluding ECCE	Effective From
ECCE Mornings only 9-12	AM	5	0	0	29/08/2022

Fees Extras

Type	Description	Effective From
Optional Extra	€20.00 Trip to the Zoo	29/08/2022
Deposit	€20.00 Refundable Deposit	29/08/2022
Discount	€20.00 Discount for Siblings	29/08/2022