

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'.

A)		RE	
Home	Organisation		
	Service Provider		
	User Roles		
	Bank Account		
Pro	Tusla Certificate	bgr	
Nati	Fees List	-	
Earl	Service Calendar	CE	
Earl	ECCE Qualifications	CE	
Ldi	Capital Works and Equipment	CE	
L		_	

Section 2: Create fees list for specific programme call

Select Create

REGIS	TRATIONS V APPLICATIONS V FUNDING V COMPLIAN	ce requests 🗸 resources 🗸 announcements 🔻 🚺	▲ ②		
Home > Fees					
Click on the "Create" button to generate a f	ees list for the latest Programme Call.				
See the <u>NCS Fees List</u> guide, the <u>ECCE Fees</u>	List and CCSP Fees List guides for help.				
E Active and Draft Fees -					Create
Programme	Programme Call 🔺	Last Certified Date	Certified By	Status	

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

Home > Hees > New Hees		
Programme		Programme Call *
Early Childhood Care and Education	-	· · · · · · · · · · · · · · · · · · ·
		Next

Navigate to Fee Options & Select 'Create'.

FE	EOPTIONS				
					Create
s	ession 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
	There are no records to display.				

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
Effective From *	
	Submit

Example 2

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	
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)
	15.5
Effective From *	
	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
175.00	41 week service)
	110.50
Effective From *	
	Cuburit
	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 *	Session Type *
Non ECCE Session	PM 👻
# Days	
5	
Fee excluding ECCE	Fees including ECCE (3 free hours if 38 week/3.5 free hours if
80.00	41 week service)
	0 or N/A
Effective From *	
	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.

FE	EE EXTRAS			
			(Create
	Туре 🔺	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 the "Effective From" date and click "Submit".

CREATE	×
DETAILS	
Type *	
Deposit 🗸	
Description *	
€20.00 Refundable Deposit	
Effective From *	
	
	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 Zod		
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.

FEE EXTRAS	
Туре 🔺	Description
Deposit	€20.00 Refundable Deposit
Deposit Discount	€20.00 Refundable Deposit €20.00 Discount for Siblings



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

arly Yearshive
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 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.

Print Fees Letter	Print Fees Letter Irish	Print Fees List	Print Fees List Irish	

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.

🛊 MY ACCOUNT 🔻 PROGRAMMES REGISTRATIONS 👻 APPLICATIONS 👻 FUNDING 🤟 COMPLIANCE REQUESTS 🌱 RESOURCES 👻 ANNOUNCEMENTS 🌱 🚯 🌢 🚷							
htmm > Fees							
Click on the "Create" button to generate a fees list for the latest Programme Call.							
See the <u>NCS Fees List</u> guide, the <u>ECCE Fees List</u> and <u>S</u>	CCSP Fees List guides for help.						
Active and Draft Fees •					Create		
Programme	Programme Call	Last Certified Date	Certified By	Status			
National Childcare Scheme			Automation_UAT3467 Test_SP	Active	<u> </u>		
Early Childhood Care and Education	ECCE			Active	~		
					<u>View</u> Save as Draft		

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

♠ MY ACCOUNT ▼ PROGRAMMES REGISTRATIONS	▼ APPLICATIONS ▼ FUNDING ▼ COMPLIANCE REQUESTS ▼ RESO	urces 🗸 announcements 🗸 🚺 🗍 🧭						
Home > Fees	ona > Fees							
Click on the "Create" button to generate a fees list for	r the latest Programme Call.							
See the <u>NCS Fees List</u> guide, the <u>ECCE Fees List</u> and g	CCSP Fees List guides for help.							
I Active and Draft Fees ◄					Create			
Programme	Programme Call	Last Certified Date	Certified By	Status				
National Childcare Scheme			Automation_UAT3467 Test_SP	Active	-			
Early Childhood Care and Education	ECCE			Active	-			
Early Childhood Care and Education	ECCE			Draft	~			
					Edit Delete			

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
Туре 🔺	Description	Effective From	
Deposit	€20.00 Refundable Deposit		-
Discount	€20.00 Discount for Siblings		-
Optional Extra	€20.00 Trip to the Zoo		-
			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".



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.

lang > Fees							
Click on the "Create" button to generate a fees list for the latest Programme Call.							
See the NCS Fees List guide, the FCCE Fees List and CCSP Fees List guides for help.							
Inactive Fees →					Create		
Programme	Programme Call 🔺	Last Certified Date	Certified By	Status			
Early Childhood Care and Education	ECCE			Inactive	-		
					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.**

National CHILDCARE Scheme Enty Learning & Care	SUBSIDY CALCULATOR	EARCH TYPES OF SUBSIDY HOW T	O APPLY 💙 🛛 MENU 💙 🛛	ENGLISH 🔻 🛛 SIGN IN
	CHILDCARE	SERVICE SEARCH		
Home > Childcare Service Search	1			
To view a childcare service's fees,	click on the service's name or the yellow drop	down. Then, in the pop-up box click on th	e programme name.	
Click <u>here</u> for a quick video on how	v to use the childcare search.			
				Print
County	earch by address Type Community Private	Programme National Childcare Scheme Early Childhood Care and Education		Filter
			Search	٩

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 🔺	
National Childcare Scheme		
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	AM	5	0	0	29/08/2022
Mornings					
only 9-12					

Fees Extras

Туре	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