



How to view Fees Tables, Partner Services & Service Calendars on the Applicant Portal

How to get the best from this guide:

- If you think you might use this guide regularly, remember you can add this guide to your bookmarks or save it to your device
- Using the zoom function on your device can also make an image easier to read

Please Note: All data used throughout training documentation is selected for training and demonstration purposes only – actual data may vary





There are 2 ways to access the “**Childcare Search**” function depending on whether you are signed into the portal.

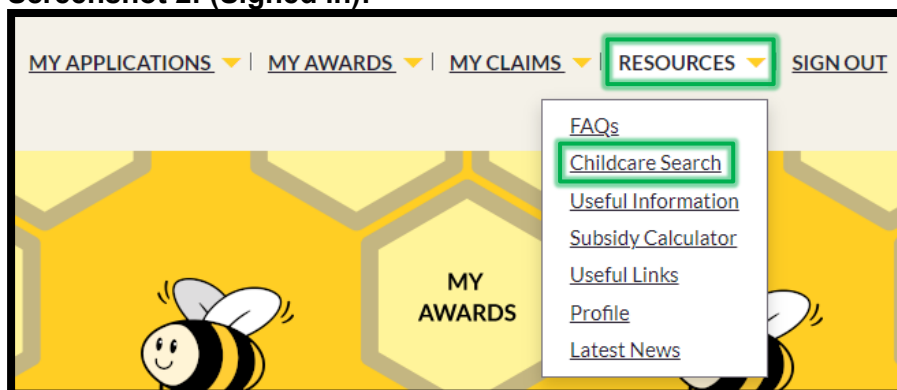
To access without signing in: from the Hive homepage, select “**Childcare Search**” from the main menu as seen below in screenshot 1

To access when signed in: from the Hive homepage, click on “**Resources**” and then select “**Childcare Search**” as seen below in screenshot 2

Screenshot 1 (Not signed in):



Screenshot 2: (Signed in):



2: Input search criteria into the “**County**” section using the yellow drop-down menu (▼) , or search by entering “**Address**”. You can also select the “**Type**” and “**Programme**” using the checkboxes (☑) . Then, select **Filter**

What is a 'Partner Service'?

Print

County ▼	Search by address _____	Type <input type="checkbox"/> Community <input type="checkbox"/> Private	Programme <input type="checkbox"/> National Childcare Scheme <input type="checkbox"/> Early Childhood Care and Education <input type="checkbox"/> Partner Service
-------------	----------------------------	--	--

Filter





3: Click on the **yellow drop-down arrow** (▼) to see the options available relating to that service. You can choose to **“View Fees”**, **“View Service Calendars”** and also view **“Partner Services”** if the **“Partner Service”** column is marked **“Yes”**

Name ▲	County	Address	Type	Partner Service	Email	Phone	
22WW0156	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Private	No	testhvr@Pobal.ie	616884174	▼
autotest_UATacja	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Community	Yes	testacja@Pobal.ie	434860673	▼
autotest_UATapdn	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Community	Yes	testapdn@Pobal.ie	825500303	▼
autotest_UATavmr	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Community	Yes	testavmr@Pobal.ie	153128522	▼
autotest_UATdln	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Private	Yes	testdln@Pobal.ie	842132771	▼
autotest_UATdmds	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Private	Yes	testdmds@Pobal.ie	571315207	▼
autotest_UATdnar	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Community	Yes	testdnar@Pobal.ie	435621766	▼
autotest_UATeuna	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Private	No	testeuna@Pobal.ie	615700457	▼
autotest_UATfajm	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Private	No	testfajm@Pobal.ie	024240576	▼
autotest_UATfbg	Wicklow	16 Pearse Square Greenpark Road Bray A98W662	Community	No	testfbg@Pobal.ie	656141816	▼

[View Fees](#)
[Partner Service](#)
[View Service Calendars](#)

4: For each option, you can click on the **relevant programme name** to download a PDF copy of the details for the option selected

Fees Table:

View Details

FEES

Business / Facility Name *

Creche 16

Name

Programme Year ▲

[Fee Table - 2023/2024](#)

2023/2024





Partner Service:

View Details

PARTNER SERVICE

Business / Facility Name *

autotest_UATacja

Programme

Programme Year

Core Funding

2022

Service Calendar:

View Details

SERVICE CALENDARS

Business / Facility Name *

autotest_UATfajm

Programme ▲

Calendar Type

Programme Year

National Childcare Scheme

NCS 2022

National Childcare Scheme

NCS 2023

