

Community Childcare Subvention Plus (CCSP) Saver Programme

Compliance Visits 2022/2023

COMPLIANCE CHECKLIST FOR ELC and SAC SERVICE PROVIDERS*

* **NOTE TO PROVIDERS:** It is the responsibility of the Service Provider to ensure compliance with their contractual requirements. This checklist is intended for information purposes only and is not exhaustive. It is essential that Service Providers are familiar with the programme information including the Funding Agreements, Programme Guides and DCEDIY Rules documentation available on the Hive and DCEDIY website. For further information please refer to the CCSP Compliance Guide for Service Providers available on the Hive.

All Pobal compliance visits in the 2022/2023 programme cycle will be undertaken in adherence with any relevant public health guidelines.

Please tick

The following points are a guide as to the types of information that Visit Officers seek to review on a Compliance Visit.

Compliance File

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| 1 | To minimise disruption to the service's operation, Pobal recommend that services collate information for review on these visits in a <u>Compliance File</u> which is readily available, on-site, at all times. This File should not contain any information which is not relevant to the Compliance checks as outlined below. Attendance Records and Fee Records should also be easily accessible. | Yes <input type="checkbox"/> |
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Tusla Registration

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| 2 | Is the most up to date Tusla Registration Certificate available for review? | Yes <input type="checkbox"/> |
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Attendance Records

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| 3 | Are there adequate attendance records on-site for each session/room? Attendance records must be maintained and readily accessible from the start of the programme year. These are to be maintained by staff in each session/room, recording the children's times in and out as they arrive and depart as well as any non-attendance (e.g. absences). | Yes <input type="checkbox"/> |
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| 4 | Are the attendance records (i.e. Roll Books, Attendance Sheets) maintained and structured adequately to allow for easy and efficient monitoring of child attendance patterns in each session/room to assist identifying the Hive updating requirements?

The same requirement applies if attendance records are maintained in electronic format/software package. The package should have the functionality to generate attendance reports by child or session/room. Please see <i>Good Practice Guide – Attendance Records</i> in the programme rules documentation. | Yes <input type="checkbox"/> |
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Hive Registrations

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| 5 | Are all CCSP Saver Registrations on the Hive accurate and reflective of actual levels of attendance i.e. correct start/end dates, correct session type/level of service registered? | Yes <input type="checkbox"/> |
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6	Have CCSP Saver Registrations been updated on the Hive to reflect any changes since initial registration i.e. absences, leavers, changes to session type/level of service?	Yes <input type="checkbox"/>
7	Did all CCSP children registered on the Hive take up their place in the service?	Yes <input type="checkbox"/>
8	Are all CCSP children registered on the Hive attending the facility they are registered on the Hive to attend?	Yes <input type="checkbox"/>
9	Has approval for special circumstances been sought in relation to extended absences and/or under-attendances, in line with the Programme rules, where relevant?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

Hive Parental Declaration Forms

10	Are Parental Declaration forms for all registrations (including amendments during the year) printed, signed by parents/guardians and on file?	Yes <input type="checkbox"/>
11	In the interest of GDPR, has the service disposed of, in an appropriate manner, all documentation that contains PPS Numbers?	Yes <input type="checkbox"/>

Fee Records

12	Are adequate fee records accessible for the Visit Officer to verify fees charged in line with the Hive Fees List? If direct debit is applicable, access to records must be available on-site (this can be online access).	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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Hive Fees List, Service Fees Information Letters and Service Calendars

13	Does the Hive Fees List comply with programme requirements and accurately reflect actual fees charged for the types of provision that the service operates?	Yes <input type="checkbox"/>
14	Are Hive generated Service Fees Information Letters i.e. Parent Fees Letters for all registrations printed, each page initialed/signed by parents/guardians and on file?	Yes <input type="checkbox"/>
15	Is the most up to date Hive Fees List, and Service Calendar displayed in the service in a location easily accessible to all parents and published on any online platform(s) maintained by the provider for the purpose of advertising its services?	Yes <input type="checkbox"/>
16	Does the Service Calendar on the Hive reflect all closure days including unplanned closure days? Note: Please remember to ensure your Hive generated service calendar is in line with any future closure dates that occur throughout the year. In the event of closures for force majeure, please ensure completed force majeure applications are submitted on the Hive no later than 5 days.	Yes <input type="checkbox"/>
17	Tusla/HSE directed closures: If applicable, is evidence on-site of any Tusla/HSE directions to close as a result of a public health concern?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

