**Early Childhood Care and Education (ECCE) Programme**

Dear Parent/Guardian,

The Department of Children, Equality, Disability, Integration and Youth (DCEDIY) would like to welcome your child to the ECCE Programme 2021-2022. As you are probably aware, children born between 1st January 2017 and 31st December 2018 (dates inclusive) will be eligible for the 2021/2022 ECCE pre-school year.

In order to register your child for the ECCE Programme your Service Provider will need to submit some of your details through the Early Years IT administration system for DCEDIY Early Years childcare programmes; known as ‘the Hive’. Your service provider may request that you complete a ‘pre-registration form’ until such time as they can submit your details on the Hive. Providing the information requested on the registration forms is a condition of funding under the Early Childhood Care & Education (ECCE) programme, as otherwise the programme cannot be administered.

Therefore the following information is required from you:

* Your name and the name of the pre-school service your child will be attending,
* Your child’s full name, date of birth and gender as recorded by the Department of Social Protection (DSP) when awarding their Personal Public Service Number (PPSN). E.g. Tom should read as Thomas if registered with the DSP as Thomas.
* Your child’s PPSN\* \*\*

\*Your child’s PPSN can be found on documentation regarding your claim to Child Benefit, or by contacting the Department of Social Protection.

\*\*Your service provider may require proof of the child’s PPSN and your child’s full name and date of birth before registration, as any errors will result in payments being delayed. It is important that you use the correct PPSN and not that of another family member.

* The start date, the end date and the total number of days per week your child will attend ECCE as agreed with your service provider.

From the 9th August 2021 your service provider will enter this information onto the Hive for registration and administration purposes. When this data entry process is completed, the service provider will then print off a form with all the relevant information entered. This form is called a ‘Hive Registration/ Parental Declaration Form’. We would request that you sign and date the ‘Hive Registration/Parental Declaration Form’ confirming that the details shown on it are correct.

Your service provider will then provide you with a copy of the signed ‘Hive Registration/Parental Declaration Form’ and will keep a copy on file for inspection in the course of compliance visits by the Department and/or its agents.

Please note that:

* Participating services are required, under the Equal Status Acts 2000 to 2015, to make reasonable accommodation for children with additional needs. If your child has additional needs please log onto the Department of Children, Equality, Disability, Integration and Youth website for information on the Access and Inclusion Model (AIM) [www.aim.gov.ie](http://www.aim.gov.ie)
* Parents/guardians should not pay for any other type of donation additional to what is in the service’s fees list. There are no voluntary donations permitted for the ECCE Programme.
* The Rules for ECCE Programme 2021/2022 document is available to download from the Department of Children, Equality, Disability, Integration and Youth website at [www.gov.ie](https://www.gov.ie/en/publication/2459ee-early-childhood-care-and-education-programme-ecce/). If you have any queries regarding this process, please contact your local City/County Childcare Committee (CCC). Contact details for your local CCC can be found at [www.myccc.ie](http://www.myccc.ie).

We wish you and your family every success for this programme year.

Early Years Schemes Oversight Unit

Department of Children, Equality, Disability, Integration and Youth

August 2021