



## **Early Childhood Care and Education (ECCE) Programme 2022/2023**

Dear Parent/Guardian,

It is very important that you read and understand the contents of this letter.

The Department of Children, Equality, Disability, Integration and Youth (DCEDIY) would like to welcome your child to the ECCE Programme 2022-2023. Children born between 1st January 2018 and 31st December 2019 (dates inclusive) will be eligible for the 2022/2023 ECCE pre-school year.

In order to register your child for the ECCE Programme your Approved Provider will need to submit your details through the Early Years (EY) IT administration system known as 'the EY Hive'. Your service provider may request that you complete a 'pre-registration form' until such time as they can submit your details on the EY Hive.

The following information is required from you:

1. Your name and the name of the pre-school service your child will be attending.
2. 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 DSP at their Lo-Call Number: 1890-927-999. 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.
3. The start date, the end date and the total number of days per week your child will attend ECCE as agreed with your Approved Provider.

From the 4<sup>th</sup> July 2022 your Approved Provider will be able to enter this information onto the EY Hive for registration and administration purposes. When this process is completed, the Approved Provider will print off two copies of a form called a 'Parental Declaration Form'. We would request that you sign and date both Parental Declaration Forms, keeping a copy for yourself, confirming that the details shown on it are correct. Your Approved Provider will keep the remaining copy on file for inspection in the course of compliance visits by the Department and/or its agents.



For the 2022/2023 programme year, DCEDIY will accept confirmation of receipt of any of the appropriate documents by the relevant parent/guardian by e-mail or by hard copy, whichever best suits the Approved Provider and parent/guardian. Parents/guardians should be given the option of e-mail. Parents/guardians who wish to avail of the e-mail option are advised that in regard to data protection, the e-mail is a less secure option.

It is important to note the following:

- ECCE must be provided free of charge for 3 hours a day, 5 days per week for 182 days in return for the capitation Approved Providers receive from the DCEDIY. Services may not extract ECCE fees from you, including any type of deposits related to optional extras, on any basis whatsoever or under any circumstances.
- 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 DCEDIY 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.
- If your child does not attend the ECCE programme within four weeks of their start date, the registration will be cancelled immediately.
- If Tusla issue an Approved Provider with a notice of removal from the register, a parent/guardian is entitled to remove their child from the service and re-register the child in a new service during the Tusla notice period without being required to serve the normal four week notice period to the service.
- The Rules for ECCE Programme 2022/2023 document is available to download from the DCEDIY website at [www.gov.ie](http://www.gov.ie). 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 Scheme Oversight

Department of Children, Equality, Disability, Integration and Youth

**An Ronn Leanna, Comhionannais, Míchumais, Lánpháirtíochta agus Óige, Bloc 1, Plaza Miesach, 50-58 Sráid Bhagóid Íochtarach, Baile Átha Cliath 2. D02 XW14**  
Department of Children, Equality, Disability, Integration and Youth, Block 1, Miesian Plaza, 50-58 Baggot Street Lower, Dublin 2. D02 XW14 T +353 1 647 3000 | [contact@dcya.gov.ie](mailto:contact@dcya.gov.ie) [www.dcya.gov.ie](http://www.dcya.gov.ie)