

## South Dublin County Childcare Committee – News Bulletin w/ending 28<sup>th</sup> October 2018

### [Our Website](#)

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## cycle

## Compliance Announcement 2018/2019 Programme

*[\(Pobal Announcement 22/10/18\)](#)*

Unannounced compliance visits will commence in October 2018 and continue to the end of August 2019. **Note:** Services operating ECCE only sessions will not be visited outside of the ECCE programme cycle.

As previously, the compliance process will involve a series of standardised on-site checks aimed at ensuring adherence with certain programme rules and contract conditions as set out by the Department of Children & Youth Affairs (DCYA). To ensure compliance with each programmes requirements, services must familiarise themselves with the following:

- ✓ Relevant programme Grant Funding Agreements
- ✓ Rules for DCYA Childcare Funding Programmes (including Appendix 2 “Good Practice Guide - Attendance records”)
- ✓ PIP “How to” Guides
- ✓ Announcements available on the PIP Portal (and Pobal and DCYA websites).
- ✓ Letter from the DCYA for CCS services 2018 regarding the snapshot window.
- ✓ Compliance visits will comprise checks on records held on site in respect of the following Early Years Programmes i.e.
- ✓ Free Pre-school Year in Early Childhood Care and Education (ECCE) Programme
- ✓ Training and Employment Childcare (TEC) Programmes
- ✓ Community Childcare Subvention (CCS) Programme
- ✓ Community Childcare Subvention (Plus) including Universal (CCSP/U) Programme
- ✓ Community Childcare Subvention Resettlement/ Transitional (CCSR (T)) Programmes

It is advised that services prepare for an unannounced compliance visit by collating relevant information for review e.g. in a Compliance Folder/File which can be made readily available to the Visit Officer on arrival. This will ensure minimum disruption and expedite the compliance visit. It is acknowledged that some services file their records in alternative ways which is acceptable, but it should be noted that records must be available to enable the Visit officer to complete the compliance visit in a reasonable timescale. In this regard we request that there is always a staff member on site with access to the Compliance Folder / records in the event of an unannounced visit. Please only maintain compliance related information in the Compliance Folder. Please see the link to the [Service Provider Checklist 2018-2019](#) which is available on the PIP Portal, to assist services in collating the relevant information to meet compliance requirements. Please note that this checklist contains a separate section for each of the Early Years programmes.



An Roinn Leanaí  
agus Gnóthaí Óige  
Department of Children  
and Youth Affairs

## **Minimum ECCE Enrolment Exemptions – DCYA**

### **Procedures**

In certain circumstances, a service may receive an exemption from the minimum number of ECCE children required per session.

As per the ECCE Grant Funding Agreement:

*9. The Registered Provider shall have a minimum daily enrolment of 8 children in pre-school room sessions who are eligible for the ECCE programme. Subject to compliance with all other contractual requirements, exceptions will be considered by the Grantor (through the CCCs) in the case of:*

*a) Registered Providers who have a daily enrolment of at least 8 children but, for good reason, only 3 or more are in the ECCE programme and the remainder are between the ages of 2½ and 6 years;*

*b) smaller Registered Providers which are considered appropriate settings for delivery of the preschool programme but, for good reason, have a daily enrolment of not fewer than 5 ECCE eligible children in pre-school room sessions;*

*c) a service that has an ECCE room that is full but has children eligible for ECCE in a room that is an appropriate setting for the delivery of the pre-school programme but which has a daily enrolment of not fewer than 5 children between 2½ and 6 years - subject to the requirement that ECCE staff qualification criteria are met.*

Note: requirement of 8 ECCE eligible children applies to each session in multi-roomed services.

You can apply to South Dublin County Childcare Committee for one of the Exemptions listed above by completing the attached form for Minimum Enrolment Exemptions and emailing to [info@southdublinchildcare.ie](mailto:info@southdublinchildcare.ie)

Your application will be processed by the DCYA.



**Does your Childcare**

# Service have to close because of voting on Election Day?

*(Pobal Announcement 22/10/18)*

Any Service Providers that need to close because they are based on a school premises where that school premises is being utilised as a local polling station during the Presidential election day (or any other election day), will be paid for that closure without any requirement to make up that day.

Please be advised that this is not considered Force Majeure so no formal application is required.

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## Bereavement Workshop

<b>When</b>	<b>Wed. 14<sup>th</sup> November 2018</b>
<b>Time</b>	10am to 1pm
<b>Venue</b>	Tallaght Library
<b>Cost</b>	Free (Booking Essential)
<b>Booking Form</b>	<a href="#">Download here</a>

This workshop and discussion will offer guidance and information to early year's educators about bereavement. We cannot shield children from the reality of death or from the pain of loss but we can help and guide them on their journey through grief with support, information and encouragement.

Barnardos Children's Bereavement Service works specifically with children and their families who have been bereaved.

During this workshop you will receive information on how best to work together to support children and their families in your service. If you or your team have any specific questions that you would like discussed at this workshop, please add this to your booking form in the space provided.

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## Leadership in Early Years

<b>When</b>	<b>Wed. 21<sup>st</sup> November 2018</b>
<b>Time</b>	9.30am to 4.30pm
<b>Venue</b>	Louis Fitzgerald Hotel
<b>Cost</b>	Free (Booking Essential)
<b>Booking Form</b>	<a href="#">Download here</a>

**Leadership;** the action of leading a group of people or an organisation is key for staff in positions of authority.

South Dublin CCC would like to target Room Leaders for this course to develop the skills necessary in working with your teams.

For the purpose of this training, a 'Room Leader' is a person who is the Leader of a designated room of staff and children.

This will be a one day training programme designed to support Room Leaders with their day to day role and provide practical skills and knowledge to become a better leader.

\*(The 'Forming the Future' training programme in 2017 targeted Owners and Managers regarding supervision. In 2018, we are attempting to target a different level of staff in early childhood services).

### Areas to be covered:

1. Developing an understanding of the difference between Management and Leadership
  - Understanding the role of Room Leader / Supervisor
  - Understanding the relationship between Room Leaders / Supervisors and Management
  - Considering the terms mentoring, supervising and leading
2. Identifying skills and qualities related to leadership
  - Reflecting on leaders and their skills and qualities
3. Looking at how leadership can be used to 'lead' a team
  - Case studies
4. Developing practical leadership strategies and skills
  - Developing clarity on mentoring, supervising and leading
  - Roleplays to develop skills and awareness
  - Discussions and developing skills to deal with having difficult conversations / challenges in the role

5. Reflection on learning

To book a place, please complete the [leadership booking form](#).

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