



PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

Early Childhood Care and Education (ECCE)

Registrations 2019 / 2020

How to Guide for ECCE Service Providers

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1. Creating an ECCE child registration

This is a quick guide to registering children for the ECCE 2019/2020 programme call.

For more detailed information please refer to the [2019-20 DCYA Rules for ECCE Programme](#)

Please Note:

You will not be permitted to complete any child registrations unless you have completed all 4 steps in activating your contract online.

Click [here](#) for the How-To Guide for Online Contracting.

There is one eligibility point for enrolment this year, giving every child access to a full two years of free pre-school. Children qualify for the free pre-school year when they meet the age criterion which, for the academic year, is as follows:

To avail of the ECCE programme with effect from	Children must have been born between the following dates (both dates inclusive)
September 2019 – June 2020	1 st January 2015 – 31 st December 2016

Please Note:

You will only be able to register children 7 days prior to the date that they are eligible to participate in the programme. If you are trying to submit a child registration before the child is eligible for the ECCE scheme you will receive an error message.

STEP 1: Information needed prior to making a child registration

The eligibility of each child enrolled in the ECCE programme will be verified by reference to:

1. The child's date of birth
2. The child's Irish Personal Public Services Number (PPSN)

Please Note:

As a service provider you should request proof of a child's date of birth and Irish PPSN as any errors in these details at the child registration stage will result in payments being delayed.

Proof of a child's Irish PPSN can take the form of a copy of an official document or card showing the child's name and Irish PPSN (e.g. a letter from the Department of Employment Affairs & Social Protection) and alongside documentation confirming the child's date of birth (e.g. a Birth Certificate or Passport).

STEP 2: Accessing the registration form

Once you have proof of the child's full name, date of birth and PPSN you can then register him/her on PIP. Once you have logged into PIP click on the 'Registrations' tab as per the screenshot below:



This will open your **Registration Details Screen**.

On the right hand side of the screen you will see a heading with 'Current Child Registrations' and below will be the contracts for the programmes that you are participating in.

Click on ECCE 2019, see screenshot below:



STEP 3: Completing the form

When the registration form is opened, the STATUS (see top right hand side) will be 'In Progress', which means it is being completed by the service provider and has not yet been submitted.

- The Registration ID is a unique identifying number that will replace the child's PPSN and allows for the identification of the child registration in the PIP system. This number will be used on future forms related to the child's childcare placement, including all Parent Declaration forms.
- The Registration ID will remain blank until the form is saved and/or submitted.
- The Service Provider's facility information will be *automatically populated* on the form: the name of the service, the address, the DCYA reference, the name of the programme and the start and end date of the programme.

Please Note:

In order to submit the registration the child's PPSN must be entered on the form; the PPSN must be removed in order to save the form as an 'In Progress' draft.

The screenshot shows the ECCE Registration form with the following sections and fields:

- Header:** pobal logo (government supporting communities) and An Roinn Leanaí agus Gnóthaí Óige (Department of Children and Youth Affairs).
- ECCE REGISTRATION:** Main title.
- REGISTRATION ID:** Field circled in red.
- STATUS: In Progress:** Field circled in red.
- Service Provider Info:** Section header.
- Service Name:** Benin Casa Montessori
- Address:** Ballyvelly House, Ballyvelly, Tralee, Co. Kerry
- DCYA Ref:** 09KY0023
- Programme Call:** ECCE 2019
- Programme Start Date:** 26/08/2019
- Programme End Date:** 24/07/2020
- Parent Information:** Section header.
- First name:** Field with asterisk.
- Last name:** Field with asterisk.
- Child Information:** Section header.
- First name:** Field with asterisk.
- Last name:** Field with asterisk.
- Child Date of Birth:** Field with asterisk.
- Child's Gender:** Select dropdown with asterisk.
- Child PPSN:** Field with asterisk.
- Validate PPSN:** Button circled in red.
- Or Existing registration ID:** Field.
- Get PPSN:** Button.

Parent Information

- Enter the parent's first and last name

Child Information

- Enter the child's first and last name
- Date of birth
- Gender

The child's name should be entered exactly as it is registered with the Department of Employment Affairs & Social Protection.

Do not enter the PPSN until you are ready to submit the registration.

ECCE Session

Session Name	From the drop-down menu, select either; <ul style="list-style-type: none">• ECCE Session AM• ECCE Session PM
The Amount of Days per Week	5 days (max) if you are a 38 week service 4 days (max) if you are a 41 week service
Input the Childcare Start and End Dates	Please Note: The start date must be a Monday and the end date must be a Friday. The childcare start date will default to the 26/08/2019; If the start date differs from this date then the date on the form <u>must</u> be changed to the relevant date.

Non-Payable Weeks

If you have already submitted your service calendar prior to completing a child's registration form, then the payable weeks and non-payment weeks will be auto-calculated.

If you have not submitted your service calendar and are submitting a child's registration, your non-payment weeks will be automatically set at '0' weeks, therefore you will not be able to submit a child registration for the whole programme year.

You should complete and submit your service calendar prior to completing any child registrations on PIP. Once submitted the payable and non-payment weeks that you select will be auto-populated into the child registration forms; this will allow you to submit a child registration for the whole programme year.

Please Note:

If you edit your service calendar after you submit the registration, by changing payment/non-payment weeks or open/closed days, this will be reflected in PIP and may impact on payments. Also, if you have not yet completed your service calendar, your payment may be put on hold until it is completed and submitted.

Validating the child's PPSN

Enter the child's PPSN and click 'Validate PPSN'; you will get one of three messages:

Message	Next Steps
The PPSN is valid	Proceed to submitting the form (explained below).
The name and date of birth do not match the PPSN, please verify data and retry	<ol style="list-style-type: none">1. Recheck - do you have the correct name, DOB and PPSN and are you still receiving this message?2. If so, please complete a registration request (explained below).
This is not a valid PPS Number, incorrect letter(s) at the end of PPS Number: you must recheck that you have the correct PPSN and resubmit	Please be advised that you will not be able to submit the form if you receive this message, even with a registration request. Please revert back to parent for correct PPSN details.

If the child has already been registered in any service on PIP – for any 2019 programme – then you can enter the child's registration ID and click 'Get PPSN' in lieu of having the child's PPSN.

Once you have validated the child's PPSN and completed all other sections on the form you will see a message stating that the form is ready for submission. You should then click on 'submit'.

If you do not have to create a registration request then please skip to step 5.

STEP 4: Creating a Registration Request

A registration request is created when you are having difficulty submitting a child registration form. This could be due to PPSN issues, ECCE remaining weeks exceeded, child previously registered elsewhere, or late registrations. For further information on registration requests please refer to the rules for the DCYA Childcare Funding Programmes.

To complete a registration request, click on 'Add Registration Request'.

This will give you a drop-down menu with:

- PPSN Validation
- Already Registered
- Exemption
- Late Registration
- Other

Choose the type of registration request that matches your issue:

<p>PPSN Validation</p>	<p>For PPSN Issues If you are submitting a 'PPSN validation' you must insert a comment and attach a document confirming the child's PPSN and date of birth before you can submit a registration request. Please be advised that all registration requests require a comment.</p>
<p>Already Registered</p>	<p>If you are receiving a message that the child is already registered, then confirm with the parent that the child has left the original service and a leaver form has been completed, then choose the 'already registered' option. Please be advised that all registration requests require a comment.</p>
<p>Exemption</p>	<p>For any children who do not qualify for the ECCE scheme (for example, child is overage or their attendance is being split between two services) these registrations must be accompanied by an Exemption Code, as issued by the DCYA prior to creating the registration on the PIP Portal. Once this code has been received, please create an 'exemption' registration request, quoting the 4 digit code and a brief explanation as to the nature of the exemption. Overage exemptions may be applied for directly through the DCYA via eyqueries@dcya.gov.ie, with all relevant documentation attached. Please be advised that all registration requests require a comment.</p>
<p>Late Registration</p>	<p>If you are submitting a child registration 8 weeks after the child has started his/her ECCE place, then add a 'late registration' request. If you are trying to enter a child after the 8 week timeframe you will receive the message below:</p> <p><i>'Registrations starting more than 56 days in the past need approval by PIP Support, please add a 'Late Registration' registration request'.</i></p> <p>You should enter a comment such as the reason for delay in registration and attach attendance records. Please be advised that all registration requests require a comment.</p>

Other	If you have a special request and are not sure which category to choose then please click 'other' and clearly state the issue in the comment box. Please be advised that all registration requests require a comment.
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What happens next?

The registration will first appear as 'submitted' before changing to 'provisional' until such time that PIP Support reviews the registration request and comment/attachments. **To avoid delays with approvals and payments it is essential for Service Providers to register children in a timely manner.**

STEP 5: Printing the Parental Declaration

Once you have submitted your registration form, the 'Thank You' screen below will be displayed. Here you can **click on Parental Declaration** and this will bring you directly into the parental form.



This may be printed in Irish or English and gives details regarding the ECCE programme such as the child's full name, DOB, gender, childcare session, number of days per week, start and end date, and both non-payable and payable weeks.

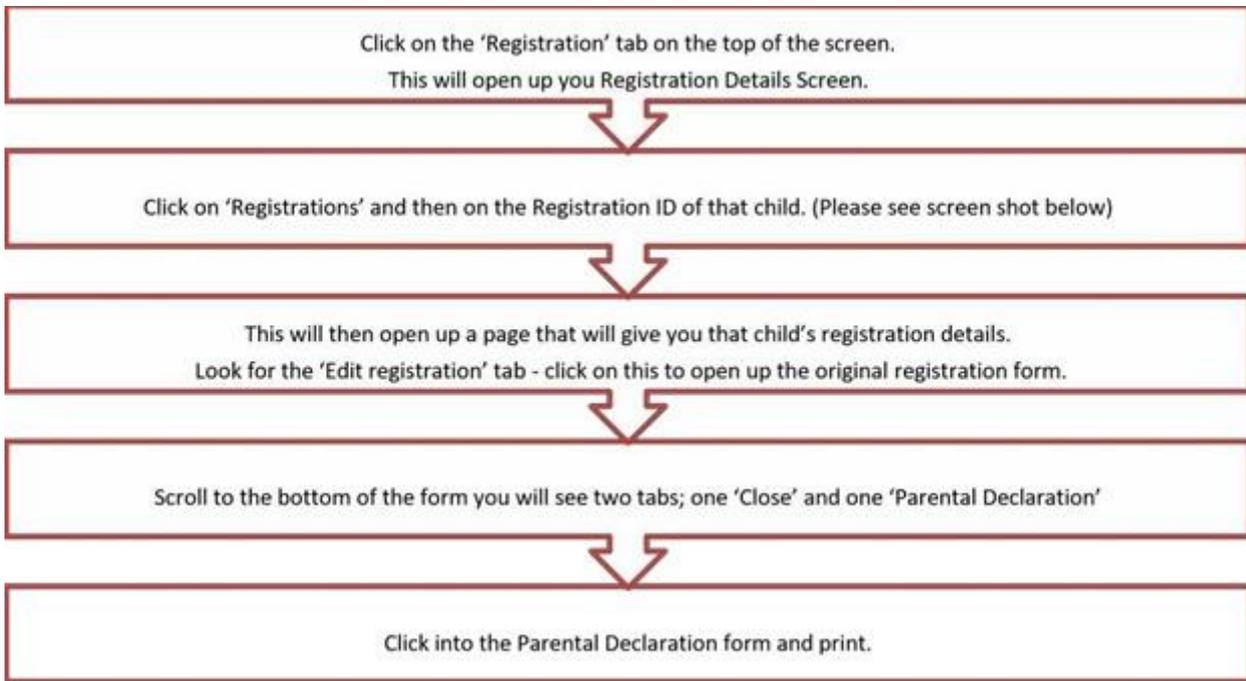
Please Note:

If you have not submitted your Service Calendar as mentioned above, your non-payment weeks will be set at '0' and the child's finishing date may not be accurate. If you submit your Service Calendar after printing this Parental Declaration you will have to re-print the declaration as the non-payment weeks will have changed. The parent/guardian will need to sign the updated declaration and retain a copy. The service should keep a copy on file also.



For data protection purposes please destroy - or return to the parent - any sensitive documents (such as the pre-registration form).

Printing Parental Declaration forms at a later stage:



Registration Details

To register a child in this service, click on the relevant programme under the "Current Child Registrations" section on the right-hand side.

Please use the filter to select year: 2019/2020

Registration Id	Child Name	Programme	Status	Request	Status Comment	Last Modified	Value
<div style="display: flex; justify-content: space-between; align-items: center;"> All Registrations Registration Value Requests & Appeals DOWNLOAD </div>							
ECCE 2019							
<div style="display: flex; justify-content: space-between; align-items: center;"> Status: Approved €1,863.00 </div>							
KY006401.xml		ECCE 2019	Approved	Leaver		12/07/2019	€1,863.00

2. Making changes to a child registration

There are many reasons why you might have to make a change to a registration such as:

- Corrections - if you have entered the incorrect details on the original child registration form such as incorrect session type, incorrect days, incorrect start/end date.
- Applying for an Exemption
- Completing a Leaver

Please Note:

You can only edit a registration once the registration status is 'Approved'.

If the status is still showing 'In Progress' you will not be able to create another registration request until the original registration is reviewed by Pobal.

1. Check if the registration status is 'Approved'.
2. Click on the child registration ID of the form you wish edit, as per screenshot below.

Registration Id	KY006395.xml
Child full name	[REDACTED]
Child date of birth	14/12/2016
Programme call	ECCE 2019
Status	Approved
Status Comment	
Registration Value	€655.49

[Edit registration](#)

Allocations						
Allocation Name	Allocation Status	Start Date	End Date	Payable Weeks	Registration value	Days per week
[REDACTED] ECCE 2019 - ECCE 2019 a.m. - 41 weeks - Allocation	Approved	02/09/2019	24/07/2020	41	€655.49	1

Requests & Appeals

There are no items to show in this view.

3. Here you will click on 'Edit registration'. This will open up the child's registration form. Under 'Registration Change' you will find a drop-down menu with:

- a) Leaver
- b) Registration Request

a) Leaver

Click 'Leaver' from the drop-down and this will alter the screen to display the following:

Registration Change

Change Type: Leaver ▼

Leaver

Last Date Of Attendance: * Payment Requested Until

Was Notice Given? How many additional weeks paid notice are you requesting? Total weeks notice (max: 4)

Reason The Child Leaving:

Weeks In Period: Non Payable Weeks: Payable Weeks:

This child's remaining entitlement on ECCE:

You must:

1. Enter the last date of attendance. Please note that, as a child cannot be in attendance in a service when the service is closed, the last date of attendance cannot be during a non-payment week. Last date of attendance must also be a Friday.
2. Tick the box if notice was given; do not tick the box if notice was not provided.
3. Enter how many additional weeks' payment you are requesting (max 4).
4. Enter the reason the child is leaving.

The weeks in period, non-payable weeks, payable weeks, and the child's remaining entitlement on ECCE, will be auto-populated on the form.

Once you have completed all the sections above click on 'submit'.

Please Note:

A Leaver must be created if the child is changing their level of service (i.e. moving from 5 days per week to 4 days per week). The child must then be re-registered with the new level of service. Please be advised that there is no notice period required for a child changing level of service and, therefore, additional payment is not applicable.

b) Registration Request

Click on 'Registration Request' from the drop-down menu;

This will give you a 'Reason' box with an additional drop-down menu containing:

- Exemption
- Cancellation
- Other

Exemption	<p>A. Create an exemption registration request and enter the exemption code already issued by the DCYA prior to creating the registration, and enter a comment.</p> <p>B. Overage exemptions may be applied for directly through the DCYA via eyqueries@dcya.gov.ie, ensuring all relevant documentation is attached.</p>
Cancellation	<p>The process for correcting errors if you have made an error on the original registration form such as such as incorrect number of days, session type or start/end dates.</p> <p>If you need to change any of the information on the original registration, then you will have to:</p> <ul style="list-style-type: none"> A. Take note of the original registration ID. B. Cancel the original registration. C. Re-register the child under a new registration with the correct details, quoting the original ID in the comment box. <p>Please Note: As this will be a new registration you will be required to input the child's PPSN, however if you have the previous registration ID you can enter this in the 'Get PPSN' box</p>
Other	<p>If you have any other requests, please use the 'Other' option from the drop-down and make sure that you provide a detailed explanation of your request.</p>

Once you have completed your change request click 'submit'.