

National Childcare Scheme (NCS) Compliance Inspections 2024/2025 Compliance Checklist for ELC and SAC Approved Providers

NOTE TO PROVIDERS: It is the responsibility of the approved provider to ensure compliance with their regulatory and contractual requirements. This checklist is intended for information purposes only and is not exhaustive.

It is essential that approved providers are familiar with the scheme information including the NCS Provider Funding Agreement (including all appendices), NCS Policy Guidelines, and relevant guidance documents and resources available on the Hive.

For further information please refer to the NCS Compliance Guide for Approved Providers available on the Hive.

To minimise disruption to the provider's operation, Pobal recommend that providers collate information for review on these inspections in a Compliance File which is readily available and on-site at all times. This File should not contain any information which is not relevant to the Compliance checks as outlined below (e.g. staff files, etc.). Attendance Records and Fee Records should also be easily accessible.

The following is a guide as to the types of information that Visit Officers will seek to review during a Compliance Inspection.

Please tick ☐

Compliance File		
1	Is the Compliance File readily available and is information up to date?	Yes <input type="checkbox"/>

It is recommended that the following be kept in the Compliance File:

Tusla Registration		
2	Is the most up to date Tusla Registration Certificate available for review?	Yes <input type="checkbox"/>
	Is the provider operating in line with their current Tusla registration levels?	Yes <input type="checkbox"/>
Parent Statements		
3	Is there a signed and dated parent statement on file per family of all currently registered children? Note: Parent statements should be signed by both the approved provider and the parent/guardian.	Yes <input type="checkbox"/>

The following must also be kept on site and available for review by a Visit Officer:

Fee Records/Fees Charged (Co-Payment)		
4	<p>Are there adequate fee records on-site for each child for the period under review, which will enable confirmation of the co-payments charged to parent/guardians?</p> <p>Fee Records maintained should clearly demonstrate the co-payment received each week/month. If direct debit is applicable, access to records must be available on-site (this can be online access).</p>	Yes <input type="checkbox"/>
5	<p>Is the co-payment (fee) charged to parents in line with the Hive registered fees minus the subsidy received?</p>	Yes <input type="checkbox"/>
6	<p>Are parents/guardians of sponsor referral children benefiting from subsidised childcare without having to pay any co-payment, including charges for optional extras?</p>	<p>Yes <input type="checkbox"/> N/A <input type="checkbox"/></p>
Attendance Records		
7	<p>Are there adequate attendance records on-site for each session and/or room for the period under review?</p> <p>Attendance records are to be maintained by staff in each room, recording the children's times in and out as they arrive and depart the care of staff as well as any non-attendance (e.g. absences). If the information recorded in these records is transcribed to an office record or master sheet, the original record must be maintained and available for inspection.</p> <p>Note: Approved providers are to ensure all attendance records for a minimum of the previous 12 months, are available on-site at all times.</p>	Yes <input type="checkbox"/>
8	<p>Are the attendance records (e.g. Roll Books, Weekly Attendance Sheets) maintained and structured adequately to allow for easy and efficient monitoring of child attendance in each session and/or room? Do the attendance records enable the easy and efficient completion of weekly Hive returns and the identification of any registration amendment requirements in line with the NCS guidelines?</p> <p>The same applies if attendance records are maintained in an <u>electronic format/software package</u>. The package should have the functionality to generate weekly or monthly attendance reports either by programme, child, or room. Attendance Reports for a minimum of the previous 12 months should be maintained and easily accessible.</p> <p>Please ensure that where NCS registered children avail of Breakfast Clubs and occasional camps (e.g. during Halloween, Easter, Summer holidays) that attendance records are maintained and available for review at compliance inspections.</p>	Yes <input type="checkbox"/>

The following should be up to date and maintained accurately:

Hive Claims		
9	Are all NCS Claims on the Hive accurate and reflective of actual levels of attendance e.g. correct start/end dates, correct number of weekly hours claimed i.e. hours actually attended? *Attendance records should be monitored to ensure claims are accurate.	Yes <input type="checkbox"/>
10	Did all NCS children registered on the Hive take up their place in the registered facility?	Yes <input type="checkbox"/>
11	Are all NCS registered children attending the correct facility i.e. the facility they are registered to on the Hive?	Yes <input type="checkbox"/>
12	Are all NCS children who are registered on the Hive and attending the facility, recorded in the attendance records?	Yes <input type="checkbox"/>
13	Are all weekly Hive reporting returns completed and up to date?	Yes <input type="checkbox"/>
14	Have weekly Hive returns been submitted accurately by the approved provider, reporting on all leavers, absenteeism of 4 or more consecutive weeks, and/or under attendance of 8 or more consecutive weeks as per the attendance records maintained?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
15	Has approval for special circumstances been sought in relation to extended absences and/or under-attendances, in line with the Policy Guidelines? Note: Exemption application forms are available in the NCS Documents section of the Hive.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Hive Fee Table		
16	Does the Hive Fee Table comply with programme requirements and accurately reflect the actual fees charged for each childcare place?	Yes <input type="checkbox"/>
17	Are all the sessions offered by the service included on the Hive Fee Table?	Yes <input type="checkbox"/>
18	Is the most up to date Hive Fee Table, displayed in the facility in a location easily accessible to all parents?	Yes <input type="checkbox"/>
19	Is the most up to date Hive Fee Table, published on any online platform(s) maintained by the provider for the purpose of advertising its services?	Yes <input type="checkbox"/>
Service Calendar/Closures		
20	Are the correct opening hours recorded on the active Hive Service Calendar? Note: Please remember to ensure your Hive registered Service Calendar is up to date and in line with any changes to operating times e.g. changes at mid-term, Summer time, etc.	Yes <input type="checkbox"/>

21	<p>Does the Service Calendar on the Hive reflect all planned and unplanned closure days (subsidised and/or unsubsidised) as evidenced from the attendance records?</p> <p>Note: Please remember to ensure your Hive registered Service Calendar includes all future closure dates that will occur throughout the year.</p>	<p>Yes <input type="checkbox"/></p>
22	<p>Is the most up to date Hive Service Calendar displayed in the facility in a location easily accessible to all parents?</p>	<p>Yes <input type="checkbox"/></p>
23	<p>Is the most up to date Hive Service Calendar published on any online platform(s) maintained by the provider for the purpose of advertising its services?</p>	<p>Yes <input type="checkbox"/></p>
24	<p>Force majeure closures – applications must be submitted to Pobal within 5 days of the onset of event.</p> <p>Note: Force Majeure Application Form is available in the NCS Documents section of the Hive.</p>	