Community Childcare Subvention Plus (CCSP) Saver Programme
Community Childcare Subvention Plus (CCSP) Saver Programme   **Compliance Inspections 2024/2025**   **Compliance Checklist for ELC and SAC Providers**

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

It is essential that approved providers are familiar with the programme information including the Funding Agreements, Programme Guides and DCEDIY Rules documentation on the Hive and DCEDIY website. For further information please refer to the CCSP 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. Attendance Records and Fee Records should 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 ☐

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 ☐
	Is the provider operating in line with their current Tusla registration levels?	Yes ☐
	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 ☐
	CCSP Applicant Declaration Forms	
4	Are Applicant Declaration forms for all registrations (including amendments during the year) printed, completed and signed by **both** the approved provider and the parent/guardian and on file?	Yes ☐

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

	Fee Records/Fees Charged	
5	Are adequate fee records on-site for each child for the period under review, which will enable confirmation of the fees charged to parents/guardians? Fee Records maintained should clearly demonstrate the fees received from parents/guardians each week/month. If direct debit is applicable, access to records must be available on-site (this can be online access).	Yes ☐
6	Is the fee charged to parents in line with the Hive registered Fee Table, Band approved and minus the subsidy received?	Yes ☐

	Attendance Records	
7	Are there adequate attendance records on-site for each session and/or room? **Note:** Attendance records must be maintained and readily accessible from the start of the programme year. These are to be maintained by staff in each session and/or room, recording the children's times in and out as they arrive and depart as well as any non-attendance (e.g. absences). This will allow for easy and efficient monitoring of child attendance patterns in each session and/or room to assist identifying the Hive updating requirements. The same applies if attendance records are maintained in an electronic format/software package. The package should have the functionality to generate weekly or monthly attendance reports either by programme, child, or room. Please ensure that where CCSP 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. Please see Good Practice Guide – Attendance Records in the programme rules documentation.	Yes ☐

The following should be up to date and maintained accurately:

	Hive registrations	
8	Are all CCSP registered children recorded in the attendance records?	Yes ☐
9	Did all CCSP children registered on the Hive take up their place?	Yes ☐
10	If you are operating more than one facility, are all CCSP registered children attending the correct facility?	Yes ☐
11	Are all CCSP Registrations on the Hive accurate and reflective of actual levels of attendance as per the attendance records i.e. correct start/end dates, session types, number of days per week?	Yes ☐

12	Have CCSP Registrations been updated on the Hive to reflect any changes since initial registration i.e. absences, leavers, changes to session type and/or number of days per week?	Yes ☐	
13	Has approval for special circumstances been sought in relation to extended absences and/or under-attendances, in line with the Programme rules, where relevant? Note: Exemption application forms are available in the CCSP Documents section of the Hive.	Yes ☐	N/A ☐

	Hive Fee Table		
14	Does the Hive Fee Table comply with programme requirements and accurately reflect actual fees charged for the types of provision that the service operates?	Yes ☐	
15	Are all the sessions offered by the service included on the Hive Fee Table?	Yes ☐	
16	Is the most up to date Hive Fee Table, displayed in the facility in a location easily accessible to all parents **and** published on any online platform(s) maintained by the provider for the purpose of advertising its services?	Yes ☐	

	Service Calendar/Closures		
17	Is the most up to date Hive Service Calendar displayed in the facility in a location easily accessible to all parents **and** published on any online platform(s) maintained by the provider for the purpose of advertising its services?	Yes ☐	
18	Does the Service Calendar on the Hive reflect all closure days?	Yes ☐	
19	**Force majeure closures** – applications must be submitted to Pobal within 5 days of the onset of event. **Note:** Force Majeure Application Form is available in the CCSP Documents section of the Hive.		