



**FINGAL COUNTY  
CHILDCARE COMMITTEE**

COISTE CÚRAIM LEANAÍ CHONTAE FHINE GALL

# OPENING A CHILDCARE SERVICE

*A Step by Step Guide*

2nd Edition

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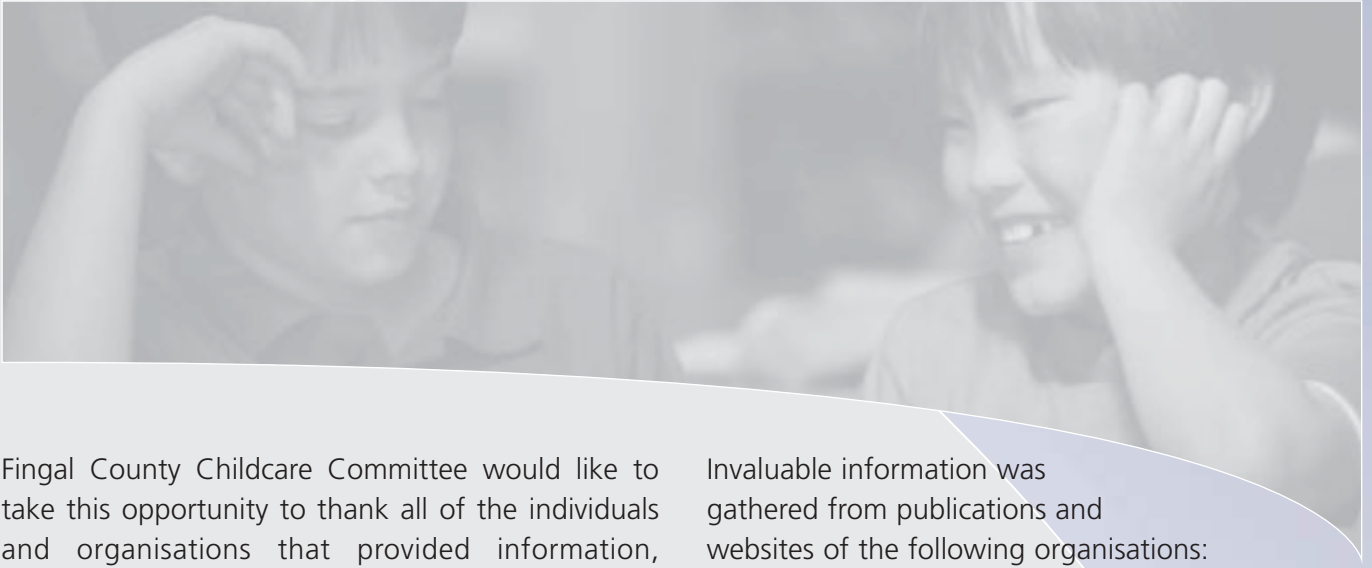
# INTRODUCTION

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# Acknowledgements



Fingal County Childcare Committee would like to take this opportunity to thank all of the individuals and organisations that provided information, support and advice in the compilation of information in preparing the 2nd Edition of this "Opening a Childcare Service - A Step by Step Guide" Manual.

In our endeavor to ensure that information provided in the Manual is as up to date and as accurate as possible we consulted with the key stakeholders locally and nationally, if we have left anyone out we now apologise.

## *Special thanks to*

Treasa Quigley, Childcare Co-Ordinator, Cavan County Childcare Committee and Breda McKenna, Childcare Co-Ordinator, Monaghan County Childcare Committee who gave permission to use their information on Tiered Fee Payments.

Keith Brock who compiled the section on Fingal Enterprise Board.

Invaluable information was gathered from publications and websites of the following organisations:

Barnardos  
IPPA  
National Childrens Nurseries Association  
Dublin City Childcare Committee  
Office of the Minister for Children  
National Childcare Investment Programme  
Pobal  
Health Service Executive  
Fingal County Council Planning Department  
Fingal County Council Community Development Section

The Committee would also like to extend their gratitude to all members of the FCCC Staff Team without whose assistance this manual would not have been possible. Especially Edel and Lorinda who were invaluable in the proof reading of this document.

Finally, particular thanks to The Office for the Minister of Children for funding this Manual under the National Childcare Investment Programme.

## Disclaimer:

Every effort has been made to ensure that the information in this publication is accurate and up to date. No responsibility for any loss or distress occasioned to any person acting or refraining from acting as a result of material in this publication can be accepted by Fingal County Childcare Committee and / or their respective servants or agents.

# Profile of Fingal County Childcare Committee

***"Our aim is to improve the Quality of Childcare for all in Fingal"***

## Who are we?

Fingal County Childcare Committee was established in 2001 and is one of 33 County/City Childcare Committees that have been established throughout the country.

The Board of the Committee is dedicated to create conditions to ensure that high quality childcare within the county is accessible and affordable for all.

In the early years the work of the committee focused on ascertaining the childcare needs of parents and the spread and type of childcare provision in Fingal. Networks have been established to cater for providers and parents and to support childcare providers. Funding support is available for those wishing to access funding to increase the number of places and improve the quality of provision.

The Committee works collaboratively with the statutory, state and private training bodies for localised and affordable training. Dissemination of information on funding, the National Voluntary Childcare Organisation, training etc., now occurs through a range of mediums set up by FCCC - quarterly Newsletters, FCCC Website and Resource Library, annual Guides to Training in Fingal, Multi-lingual Packs and an Information Manual for Childminders to name but a few.

The National Childcare Investment Plan 2006 - 2010 consolidates our role for the foreseeable future. Our continued success and achieving our goals requires us to carry on working collaboratively with all our partners i.e. parents, childcare providers, Health Services Executive, Fingal Enterprise Board, Fingal County Council, Fingal Development Board, Fingal Chamber of Commerce, FAS, VEC and NVCO's in the county.

The FCCC has an excellent staff team in place that have a broad range of skills, expertise and experience to support the development of childcare in Fingal. They are highly trained, dedicated and committed to working with the Board to achieve the FCCC's primary aim which is **".....to improve the quality of childcare for all in Fingal."**

Anyone wishing to set up a new childcare service should make contact with FCCC and they will receive one to one support and advice at no cost.

We will continue to progress the needs of parents and providers, to increase the number of childcare places, improve the quality of provision and encourage a variety of childcare options to suit parents lifestyles.

We hope this Manual will assist you in setting up your childcare business and remember the Fingal County Childcare Committee team is available at all times and if necessary to meet with you on a one to one basis to support and advise you.

**Grainne Burke**

Chairperson - December 2006





# Staff Details and Committee Membership

## Contact Details

ABCO KOVEX BUILDING  
Swords Business Park, Swords, Co. Dublin  
Tel: 01-8077660 • Fax: 01 8077669 • Email: [info@fingalcountychildcare.ie](mailto:info@fingalcountychildcare.ie)  
Web: [www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie)

## Staff

Michelle Butler	Manager	8077661	<a href="mailto:michelle@fingalcountychildcare.ie">michelle@fingalcountychildcare.ie</a>
Helen Campbell	Senior Administrator	8077664	<a href="mailto:helen@fingalcountychildcare.ie">helen@fingalcountychildcare.ie</a>
Dragana Flynn	Information Officer	8077666	<a href="mailto:dragana@fingalcoutychildcare.ie">dragana@fingalcoutychildcare.ie</a>
Jacinta Cooke	Development Officer	8077662	<a href="mailto:jacinta@fingalcountychildcare.ie">jacinta@fingalcountychildcare.ie</a>
Mairead Tucker	Development Officer	8077663	<a href="mailto:mairead@fingalcountychildcare.ie">mairead@fingalcountychildcare.ie</a>
Una Caffrey	Childminder Advisor	8077665	<a href="mailto:una@fingalcountychildcare.ie">una@fingalcountychildcare.ie</a>

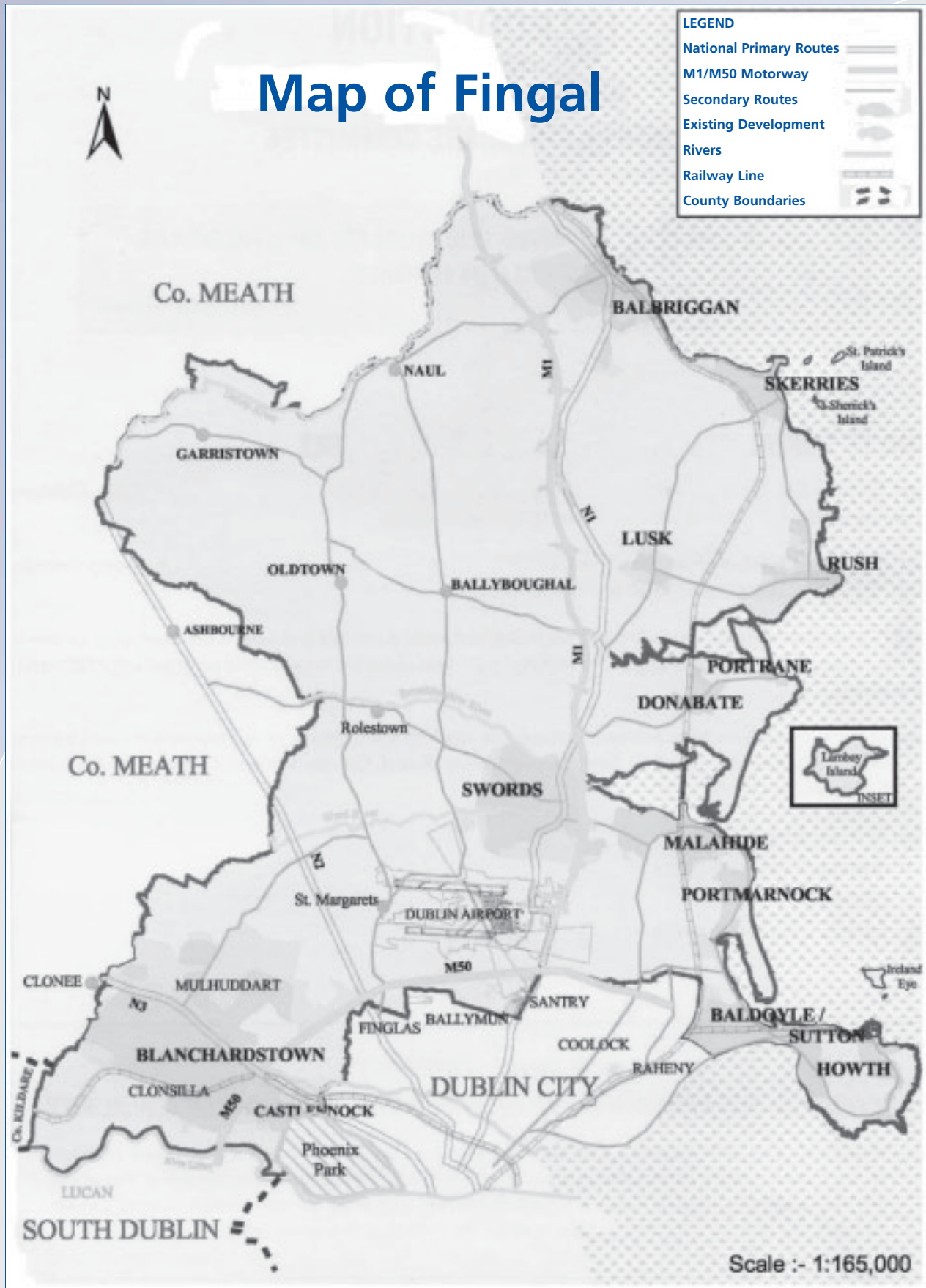
## Fingal County Childcare Committee Membership

- Barnardos
- Blanchardstown Area Partnership
- Childcare Providers
- Co-operation Fingal North
- Forbairt Naoinrai Teo
- FAS
- Fingal Business Forum
- Fingal Community Forum
- Fingal County Council
- Fingal County Development Board
- Fingal Enterprise Board
- HSE - Northern Area
- IPPA
- Pobal
- Parents
- VEC





# Map of Fingal



# ***Census & Assessment of Childcare Facilities & Services in Fingal County - January 2005***

The need for available, accessible and affordable childcare was identified as a key priority by the Fingal County Childcare Committee in its strategy for the development of childcare in Fingal County. The Census and Assessment of Childcare Facilities and Services in Fingal County identifies the progress which has been made to date, and also highlights future needs as a result of the high levels of population growth which are anticipated in the coming years.

Fingal County is the third fastest growing and the youngest county in Ireland and this growth is reflected in the increasing number of young children and the increasing adult population. In addition, the inherent need for childcare is evident through the demographic and economic structure of the county.

There have been significant and substantial developments in childcare provision in Fingal between 1999 and 2003. The number of sessional facilities has increased by one third, the number of full day care facilities has doubled, and the number of children attending childcare facilities has increased by 30% in the same period. The frequency and geographical spread of facilities has also improved, particularly in the north, centre and west of the county.

The increasing number of families with young children settling in Fingal County, the increased birth rates and the increased demand for childcare highlights the need to ensure that all future service development is matched to areas with a specific need. This will assist in avoiding duplication of services, and will also ensure sufficient supply to cater for current and future need.

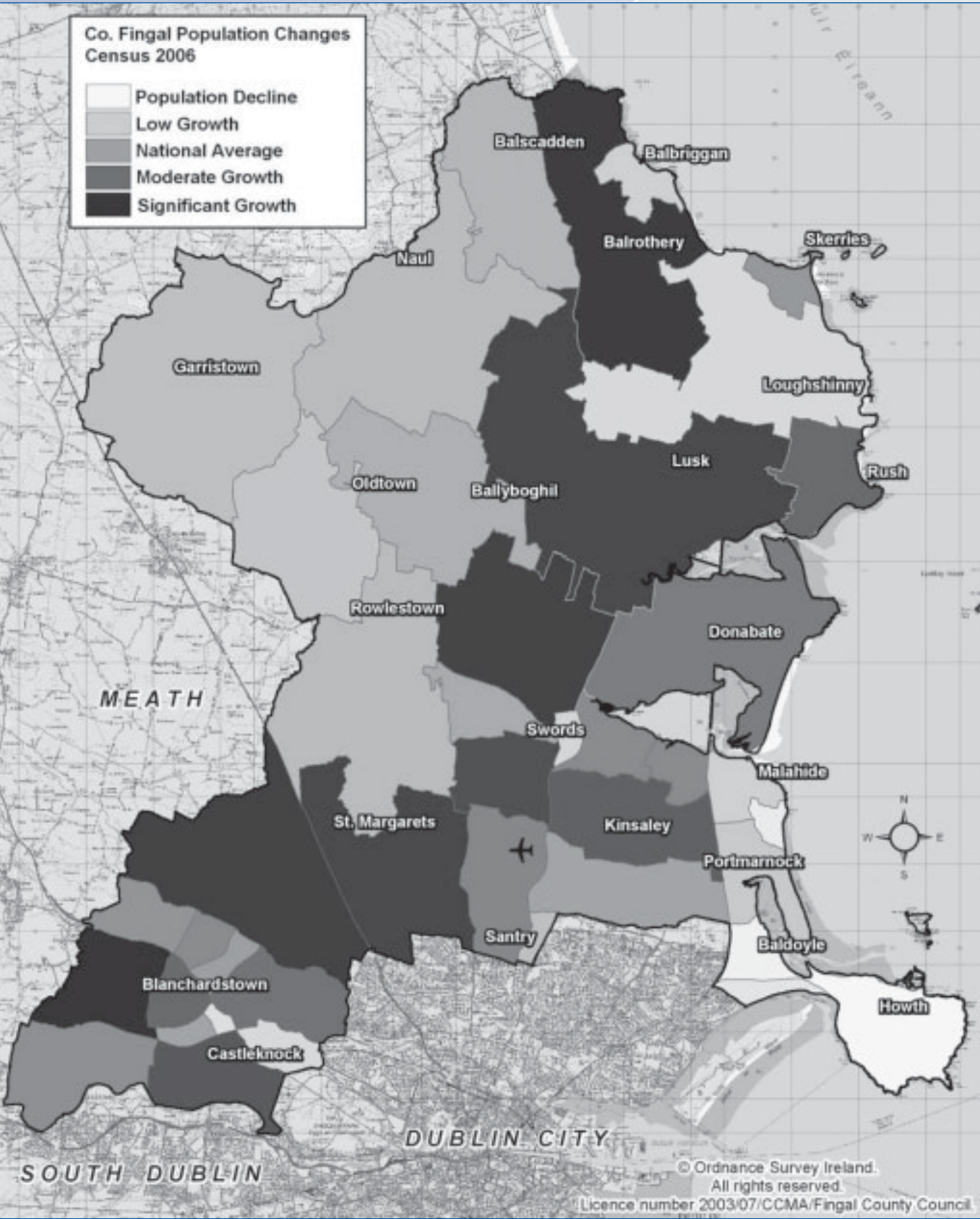
The Census identifies the need to promote and encourage high quality childcare services to support children's needs through appropriate structures, supports and training. Despite the many advances, which have occurred since 1999, there are a number of key issues, which must be addressed, on both a regional and national basis, if a high quality affordable service is to be a viable option for all households requiring childcare.

## **10 FACTS FROM THE CENSUS**

- Between 1996 and 2002, the population in Fingal County expanded by 17.1% to 196,413, making it the fastest growing county in Dublin and the 3rd fastest growing county nationally.
- By 2002 the 1999 National Childcare Census for Fingal population predictions for 2016 had already been exceeded.
- In the age group 25 - 44 the largest population increases were in both the male population by 22.7% to 32,280 and female population by 19.2% to 34,003. This is the age group where 80.2% of all births occurred in 2003 showing a likely increase in demand for childcare in future years.
- Fingal has 36,819 families with young children.
- 17,069 children i.e. 62% are aged between 0 - 9 years of which 10,996 are under 4 years of age.
- Almost 30% of families have children of pre-school age.
- Fingal has a labour force participation rate of 98,448 people, which at 64.8% is higher than the national average of 58%.
- 43% of the Fingal workforce in 2002 were female - an increase of 241% over the previous 16 years.
- Female labour force participation grew by 12,337 to 42,164 between 1996 and 2002.
- 45% of Irish women with children under 3 years are in employment, compared with 32% in Austria and 25% in Japan.



# Population Growth - Fingal County Council



# Fingal Statistics

## CSO Statistics:

- Fingal County is now the fastest growing county in Ireland with 22% growth.
- Fingal County also has the youngest population in Ireland, average age 32.
- Labour force participation at 64.8%.

## Implications of Population Growth:

- 10,800 new houses
- 75 dwellings : 1 childcare space x 20 places
- 144 new childcare facilities needed
- 2,800 new places needed
- Over 300 childcare workers needed

## Development Hot Spots:

### **Current:**

- Balbriggan
- Neavinstown & Drinan ( Airside) with 5000-6000 houses being built
- Hansfield ( south of Ongar) with approval for 3000 houses

### **Future:**

- Along South Fringe of the County: Baldoyle, Balgriffin (400 houses) & Belcamp
- Within 1-6 years: Northwest of Swords: Mooretown & Oldtown with 1400 houses approved.

## Issues & Remaining Gaps:

- Gaps in the number of baby places in the county.
- Huge need for School Age Childcare Services.
- Need to train and attract workers to the sector.
- Difficulties in getting planning permission for childcare services in areas of identified need.

## Government Investment in Childcare in Fingal:

€11,541,512 approved in Childcare Grants for Fingal up to the 31/12/2006.

# Purpose of the Manual

*is to help people who want to set up a Childcare Service*

## Why?

Increased employment, changes in employment patterns and with more women in the work force than ever before have brought about the need for more childcare places. As a result the demand for a greater variety of childcare provision has evolved i.e. full-day care, part-time care, pre-school care, sessional care, early morning and overnight care, after-school, out of term care, flexible care and childminding.

The childcare sector is being challenged by this demand and the FCCC Team are constantly being asked for advice and support on setting up new childcare facilities or extending / enhancing existing childcare facilities.

Clarification is regularly sought on such matters as suitability of premises, types of childcare, Health Board regulations, Childcare Care Act, Planning Permission, National Childcare Investment Plan grants, improving quality, running a childcare business, childcare training, staff recruitment, Policies & Procedures - the list is endless.

It was this need that prompted us to develop this guide. A guide that would give good practical advice and information on the steps and stages necessary to set up high quality childcare service.

## Topics covered in the manual include

*The Different Types of Childcare*  
*Regulations for Childcare Services*  
*Planning Permission*  
*Market Research*  
*Funding and how to apply for it*  
*Managing Finances*  
*Staff Recruitment*  
*Policies & Procedures*  
*Best Practice*  
*Qualifications*  
*Career Path*  
*Useful Contacts*



## ***Caring for our children is the responsibility of the whole community***

Parents and other family members have the principle role in this, but we all have a part to play. Whether you are a public official, an employer, a member of a voluntary organisation or a member of one of the caring professions, you also have a part to play. Please help us in whatever way you can to assist parents and guardians to provide the best possible care for the children in our communities.

## SECTION 2

# Planning Your Service

- Types of Childcare
- Childcare Legislation
- Health Board Regulations
- Planning Permission
- Fire Safety
- Rates
- Building, Renovation, Equipment and Materials







# Types of Childcare

2

*There is a variety of settings in which children can be cared for, some of which are listed below:*

- ▲ Full Day Care\*
- ▲ Sessional / Part-time Care\*
- ▲ Pre-School\*
- ▲ Playschool / Group\*
- ▲ Parent & Toddler\*\*
- ▲ Drop-In\*
- ▲ Childminding - Homebased care\*
- ▲ Montessori\*
- ▲ After School or Afterschool Club\*\*
  - Before School
  - Breakfast Club
  - Out of School - School Holidays, Mid-Term breaks, In Service Training Days

\* Covered by Pre-School Regulations

\*\* Not covered by Pre-School Regulations

## AFTERSCHOOL / SCHOOL AGE CHILDCARE

An Out of School Service is provided and takes responsibility for children when they are not in the school setting, i.e., before school, after school and during school holidays. Out of School Services should operate on the basis of an agreement between parents/carers and staff with on-going structured links with local schools.

## PARENT & TODDLER GROUPS

A Parent & Toddler Group is a local support group where parents and carers can meet to compare notes and develop friendships in a safe and friendly environment while their children play and socialise together. In a Parent & Toddler Group, each parent or carer is responsible for their own children at all times. The age of the children would range from 0 to 2.5 years.



# Planning Your Service

## What you need to know

*When considering operating as a childcare provider it is essential that you inform yourself with the legislation governing provision of childcare and that the childcare premises complies with planning regulations.*

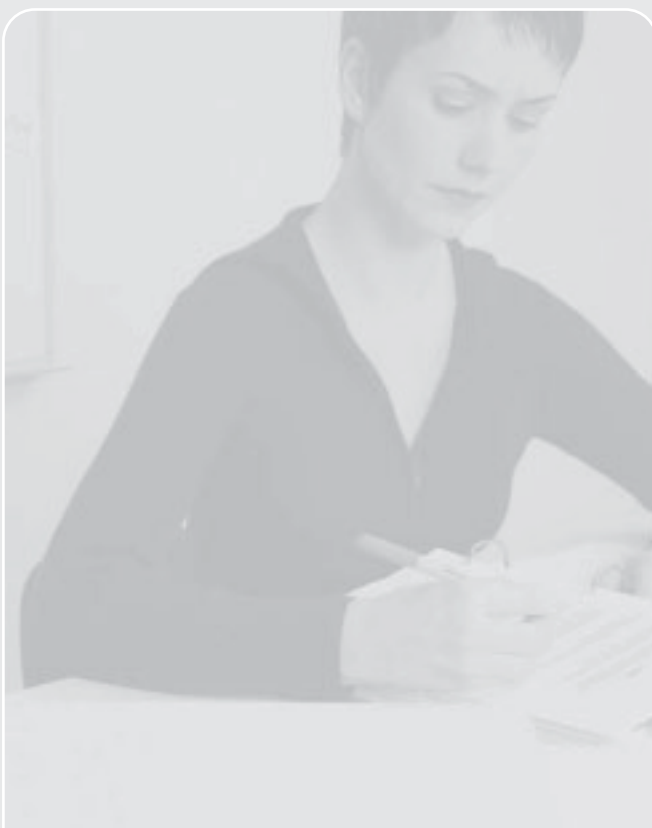
### SECTION A - CHILDCARE LEGISLATION:

#### Childcare Premises

##### Childcare Legal Requirements

##### Childcare (Pre-school Services) Regulations 1996/1997

The Child Care Act 1991 represents an update of the law in relation to child care in the Republic of Ireland. The Act sets out in Part VII the main provisions in relation to pre-school services. The main duties for the Health Service Executives outlined by Part VII of the Act relate to the inspection of pre-school services in the Health Service Executive area and the provision of information on those services. The Act obliges service providers to notify the Health Service Executive of their service and as such, Health Services Executives also have the responsibility to receive those notifications.



**Section 51:** Notice must be given by persons who are carrying on a pre-school service to the relevant Health Services Executive.

**Section 53:** Health Services Executive, must visit pre-school services in its area to ensure that the person carrying on the service is fulfilling the duties imposed under the Act.

**Section 54:** Health Services Executive is responsible for the appointment of authorised persons to inspect pre-schools premises and the services provided therein.

**Section 56:** Health Services Executive is obliged to make available information on pre-school services in its area.

**Section 50:** The Minister in consultation with the Minister for Education and Minister for the Environment shall make regulations for the purpose of securing health, safety and welfare and promoting the development of Pre-school children attending Pre-school services. Thus we have the Pre-school Services Regulations 1996/1997.

**Section 52:** It is the duty of every person carrying on a service to take all reasonable measures to comply.

In 1996 the Child care (Pre-school Services) Regulations were enacted. These Regulations introduced a set of minimum requirements necessary to secure the health, safety and welfare of children attending pre-school services and commenced an approach to regulating the whole pre-school sector. The Regulations came into effect on 1st January 1997.

#### DEFINITIONS

- **Pre-school Child** is a child under 6 years of age and is not attending a national school or a school providing an educational programme similar to the national school.
- **Pre-school Service** is "any pre-school, playgroup, day nursery, crèche, day-care or other similar service which caters for pre-school children, including those grant-aided by Health Service Executives."

For the purpose of implementing the Regulations, Pre-school services are divided into 4 categories;

- Sessional Services
- Full Day Care
- Childminders
- Drop-In

### SESSIONAL SERVICES

A service offering a planned programme to Pre-school children for a maximum of 3.5hrs per session. Requirements for this type of service as follows:

Age	Adult/ child ratio	Floor area/ child	Sanitary Accommodation			
			Children		Staff	
			WC	Wash Basin	WC	Wash Basin
0-6 yrs	1 : 10	2.0 sq. metres fee floor space	1 : 10	1 : 10	1 : 8	1 : 8

### FULL DAY CARE

A service offering structured full day care for pre-school children for more than 3.5 hours

Age	Adult/child ratio	Floor area/child
0 - 1 years	1 : 3	3.70 sq. metres
1 - 2 years	1 : 6	2.80 sq. metres
2 - 3 years	1 : 6	2.32 sq. metres
3 - 6 years	1 : 8	2.30 sq. metres

It is recommended that the different age groups be accommodated in separate rooms in the interest of safety and developmental needs of children. Sleeping arrangements will be required for children.

***"A person carrying on a pre-school service shall ensure that suitable, sufficient, nutritious and varied food is available for a pre-school child attending the service on a full time basis"***

It is recommended that food for children attending Full day Care be prepared on the premises. However policies vary in different services but all premises where food is prepared and served must comply with the EC (Hygiene of Foodstuffs) Regulations 2000. Consultation with Environmental Health Officer/Department in relation to food safety should take place at an early stage of proposals.

*A general guide to the size of food rooms (inc. kitchen and storage) is provided:*



No. of children	Floor space
< 10	9.5m <sup>2</sup>
11 - 20	9.5m <sup>2</sup> - 14m <sup>2</sup>
21 - 30	14m <sup>2</sup> - 18m <sup>2</sup>
31 - 40	18m <sup>2</sup> - 21.5m <sup>2</sup>

## CHILDMINDERS

A service provided by persons in their own home. Childminders caring for more than 3 children must notify the Health Service Executive. A single handed childminder should look after no more than six pre school children including their own and no more than three of the children should be less than one year of age. Arrangements should be in place to have a second adult available in the event of an emergency. All safety aspects including food safety can be addressed through advisory visits prior to commencement of the service.

## DROP IN CENTRE

This service offers short term facilities usually shopping centres, gyms, leisure centres to care for pre-school children while parents avail of service within the complex.

Age	Adult/ child ratio	Floor area/ child
Under 12 months	1 : 3	2.0 sq. metres
1-6 years	1 : 8	2.0 sq. metres

## NOTIFICATION

A person proposing to carry on a Pre-school service shall give notification in writing to the Health Service Executive together with the required fee, at least 28 days before the commencement of the service.

## INSPECTION

A person that has notified the Health Service Executive will be subject to at least an annual inspection by the Pre-school service inspection Team. This inspection aims to ensure compliance with the statutory requirements including the health, safety and welfare of the children and the promotion of their development. The inspection will be unannounced and the service provider will be provided with a full written report following the inspection. Requirements to ensure compliance with Regulations will be highlighted. Service providers can contact the Inspection team if they have any queries regarding the inspection or its outcome. It is expected that where works/measures are required, that improvements will be undertaken by the provider to ensure the service is in compliance with the Regulations. A further inspection will be made at a later date.

The Health Service Executive can bring breaches of the Regulations to the attention of the District Court under Section 57 (b) of the Act. Hopefully this procedure will not have to be resorted to but continuous non-compliance, which would adversely affect the welfare of children attending, will be dealt with in accordance with the legislation. Section 55 (2) makes provision for the Boards, through the district court, to inspect a pre-school service in the absence of notification.

## NOTIFICATION OF CHANGE IN CIRCUMSTANCES

Any change in the particulars contained in the Notification form shall be notified in writing to the Health Service Executive within 28 days.

## PREMISES & FACILITIES

The premises which will be occupied by Pre-school children must be of sound and stable condition with all fixtures and fittings, including work and play equipment being maintained in a proper state of repair and a clean hygienic condition.

It is recommended that a cleaning schedule be formulated, implemented and maintained to ensure regular periodical cleaning programmes of risk area, work surfaces, utensils, equipment, structural surfaces, fixtures & fittings.

All cleaning agents should be stored in an area completely separate from food items and utensils. Separate sink in premises where food is served is recommended for cleaning of the premises.

Suitable and adequate heating, ventilation and lighting shall be provided within the premises.

Separate area to be provided for storage of cleaning materials and equipment.

## **SANITARY ACCOMMODATION**

It is recommended that facilities, WCs and Wash hand Basins would be child size or “hop ups” with adequate adult supervision provided. Potties and a means of disinfecting same must be provided for toddlers. Storage arrangements for potties while not in use and out of children's reach should be provided adjacent to WCs and a supply of liquid soap and paper towels be readily available.

All Wash-hand Basins must be serviced with a constant and instantaneous supply of hot and cold water. Hot water must be thermostatically controlled (43°C) in interests of children's safety.

Sanitary accommodation must be provided with adequate means of ventilation to the external air either by means of an operable window or mechanical ventilation capable of providing 3 air changes per hour.

Where there is no natural light and mechanical ventilation is installed it should be linked to the lighting system in such a manner as to allow an “over run” of at least 15 minutes.

## **NAPPY CHANGING**

A ventilated, separate area must be provided for nappy changing. The design of this area must incorporate good child protection issues. The area must have visibility and must not be part of playroom or other occupied area. It must have the benefit of wash hand facilities, hot and cold water supply, liquid bactericidal soap and paper towels.

Storage facilities must be provided for children's individual toiletries and adequate and suitable storage arrangements for soiled nappies.

## **FIRE SAFETY**

All Pre-school providers should seek advice from their local Fire Officer or a person trained in fire safety e.g. engineer or architect.

Fire precautions such as the following should be in place:

- The premises inspected regularly for fire safety.
- No smoking policy.
- Fire drills undertaken regularly, at least monthly and recorded in record book.
- Copy of fire safety in Pre-school services (Dept of Environment) on the premises and all staff familiar with its contents.
- Smoke detection system in place and checked regularly and recorded in record book.
- Fire fighting equipment should be in place and checked regularly by maintenance company minimum once annually and recorded.
- Fire exits kept free of obstruction.
- Furniture and fabrics should be made of fire resistant material and comply with current European Standards.

## GENERAL SAFETY

- Floor surfaces should be easily cleanable, slip resistant, fire retardant and non-toxic.
- Electrical power points should be covered.
- Childproof locks on windows, cupboards, doors etc.
- Handrails should be in place and be child accessible on stairs and steps.
- Hot water should be thermostatically controlled 43°C.
- Gates should be placed at top and bottom of stairs, if necessary - the design & placement should not impede a speedy evacuation.
- Medicines, toxic & hazardous substances should be stored safely e.g. in locked cupboards.
- Entry to and exit from the premises should be well managed at all times.
- Heated surfaces of radiators, accessible pipes etc should not exceed 50°C or be protected by a fixed guard.
- External play area must be secure and free from hazards such as ponds, pits, outdoor sheds etc.

## INSURANCE

A person carrying on a pre-school service shall ensure that each pre-school child attending is insured against injury while attending the service. Insurance policy must be present on the premises -

- Name of insurance company
- Number of children covered
- Public Liability/amount
- Fire and theft
- Additional cover for extra activities (including outings, public park)
- Extra motor insurance cover (if required)
- Date of expiry

## COPY OF ACT AND REGULATIONS

*The following must be available on the premises for inspection:*

- (a) Copy of the Child Care (Pre-school services) Regulations 1996
- (b) Part VII of the Child Care Act 1991

## INFORMATION TO PARENTS

A person carrying on a pre-school service must provide a parent or guardian of a pre-school child proposing to attend the service with the following information.

- a. The name, position, qualifications and experience of the person in charge and of every other person working in the service.
- b. Details of the maximum number of pre-school children catered for.
- c. Details of staff/child ratios in the service.
- d. The type of care or programme provided.
- e. The facilities available.
- f. The opening hours and fees.

## REGISTERS

A person carrying on a pre-school service shall keep a register and enter in the register the following particulars in respect of each pre-school child attending the service.

- a. The name, addresses and date of birth of the pre-school child.
- b. The date on which the child first attended the service.
- c. The date on which the child ceases to attend the service.



- d. The name and address of a parent and/or guardian of the pre-school child and where the same is available, a telephone number where that parent and/or guardian of such child can be contacted during the hours of operation.
- e. Authorisation for the collection of the pre-school child.
- f. Details of any illness etc.
- g. Name and telephone number of child's G.P
- h. Record of immunisations.

## RECORDS

- a. Name, addresses, position, qualifications and experience of the person in charge and of every other person working in the service.
- b. Details of attendance by a pre-school child on a daily basis.
- c. Details of staff rosters on a daily basis.
- d. Details of the maximum number of pre-school children catered for.
- e. Details of the staff/child ratios in the service.
- f. Written permission to administer medication and details of same.
- g. The type of care programme provided.
- h. Accident book- with details of any injury involving a pre-school child-signed by staff and parents.
- i. The facilities available.
- j. The opening hours and fees.

## FIRST AID & MEDICAL ASSISTANCE

There must be a staff members qualified in first aid to deal with emergencies on the premises at all times.

There must be a suitable equipped first aid box on the premises.

There must be adequate arrangements in place to summon medical assistance promptly in an emergency.

Name of G.P. and telephone number beside phone. It is essential to have land line phone on the premises.

## PLAY EQUIPMENT

*All play work equipment and materials must be suitable, non-toxic, and clean/hygienic. It is recommended that toys/equipment is suitable for:*

1. Creative play.
2. Manipulative play.
3. Imaginative play.
4. Physical play.
5. Language development.

*It is also recommended that the following be incorporated into the weekly programme.*

1. Arts and Crafts.
2. Social skills.
3. Games with rules.
4. Free play.
5. Appreciation of nature.

*It is also necessary to have:*

1. Quiet corner.
2. Opportunity for messy play.
3. Home corner.





## BEHAVIOURAL MANAGEMENT

A person carrying on a pre-school service shall ensure that no corporal punishment is inflicted on a preschool child attending the service. Appropriate behaviour in a child attending a pre-school service should be corrected in a caring, constructive and consistent manner.

## REST & PLAY FACILITIES

*A person carrying on a pre-school service shall ensure that:*

- a. Adequate and suitable facilities for pre-school children to rest during the day are provided and
- b. Adequate and suitable facilities for pre-school children to play in doors and outdoors during the day are provided.

## SLEEPING

*It is essential to monitor infants/children when sleeping:*

- Safety mattresses on cots.
- Cots provided in a suitable and safe position.
- Easy access between cots.
- Suitable bed linen and separate bed linen used per child.
- Dribblers/bibs (if used) are removed prior to sleeping.
- Staff aware of current precautions in relation to reducing the risk of sudden infant death as per ISIDA.
- All staff working in pre-school premises must be over 18 years of age.

## SMOKING - IT IS ILLEGAL TO SMOKE IN CHILD CARE CENTRES

The Public Health (Tobacco) (Amendment) Act 2004

Tobacco (Health Promotion and Protection) Regulations 1995

## ENCLOSURES

1. Advisory Sheet (for a person proposing to provide a pre-school service)
2. Notification of Closure of Pre-school Service

## REFERENCE DOCUMENTS

1. Environmental Health Standards for Full Time Pre-school Services
2. Hygiene for Domestic - scale food Production I.S. 344:2002 - NSAI Tel: 01 - 8073800
3. Food Hygiene for Food Handlers available from Principal Environmental Health Office
4. Fire Safety in Pre-schools - Government Publications Office
5. Thinking of Setting up a Pre-school Service - local Pre-school Services Officer
6. Guidelines for Outdoor Play facilities - local Pre-school Services Officer
7. Guidance notes for Care workers in Pre-schools -local Pre-school Services Officer
8. Infant Development Care and Nutrition - local Pre-school Services Officer
9. Toddler Development Care and Nutrition - local Pre-school Services Officer
10. Pre-school Development Care and Nutrition - local Pre-school Services Officer
11. Weaning - a guide to feeding your baby - local Pre-school Services Officer
12. Food for Young Children - local Pre-school Services Officer

*All of the health publications can be available by contacting:*

**Community Nutrition and Dietetic Service**  
Health Promotion Department  
Health Service Executive - Northern Area  
Park House  
191 - 197 North Circular Road,  
Dublin 7.  
Tel. (01) 8823400  
Email: [nahbhealth.promotion@erha.ie](mailto:nahbhealth.promotion@erha.ie)

### **IMPORTANT NOTICE**

On Monday 9th October 2006 Minister for Children, Brian Lenihan TD, announced the new Childcare (Pre-School Services) Regulations 2006, which will come into effect in September, 2007. These new Regulations will revoke the current Childcare (Pre-School Services) Regulations 1996 and (Amendment) Regulations 1997.

A copy of the new Childcare (Pre-School Services) Regulations 2006 are available on [www.omc.gov.ie](http://www.omc.gov.ie) and [www.dohc.ie](http://www.dohc.ie) or from FCCC website: [www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie).

If you have any queries regarding the new Regulations please contact your local Pre-school Services Officer or FCCC @ 01- 8077660.



## SECTION B - PLANNING PERMISSION, PREMISES, FIRE SAFETY & RATES

### 1. Introduction

The Department of the Environment and Local Government published Planning Guidelines on Childcare facilities in June 2001. These guidelines defined childcare as full day-care and sessional facilities and services for pre-school children and school-going children out of school hours. It includes services involving care, education and socialisation opportunities for children. Accordingly, services such as pre-schools, day-care services, crèches, playgroups, and after school groups are included. The Guidelines pursue Government policy in relation to childcare which is to increase the number of childcare places available and to improve the quality of childcare services for the community.

### 2. Planning Requirements

The development of childcare facilities by means of the provision of purpose built structures or the change of use of any existing structure requires full planning permission. In considering applications for the provision of childcare facilities, Fingal County Council will apply the recommendations of the Department's Planning Guidelines on Childcare Facilities.

Planning application forms and guidance notes on making planning applications are available at the Planning Section, Fingal County Council, Main Street, Swords, Co. Dublin.

### 3. Appropriate Locations For Childcare Facilities

It is essential that childcare facilities are provided and operated in a manner which does not conflict with the existing amenities of neighbouring residents. In this regard, the identification of suitable locations is of critical importance. Childcare developments located on heavily trafficked routes or in confined terraced buildings may not be the most suitable. Appropriate locations for the provision of childcare facilities include:

- New communities / larger new housing developments - the guidance document recommends the provision of one childcare facility with places for 20 children for each 75 dwellings within new or expanding residential estates
- Adjacent or within Industrial Estates / Business

Parks and other locations where there are significant numbers working

- In the vicinity of existing / proposed schools
- Within Neighbourhood / District / Village / Town Centres

### 4. Information to be submitted With Planning Application

An application for the provision of a childcare facility should incorporate the following information:

- Type of facility proposed e.g. full day care, sessional, drop in, after school care:
- Number of children to be provided for and age profile
- Hours of operation
- Floor available
- Provision and management of outdoor play area
- Number of staff involved
- Parking, turning and other details relating to traffic safety.

Fingal County Council Planning Department recommend that if you are considering changes to your premises or service that you arrange a pre-planning meeting with a member the council planning office. The contact phone number is 01-8905541.

Fingal is divided into four different areas with a Senior Executive Planner appointed to each area as follows: They are as follows:

Howth, Sutton, Malahide areas etc  
Tel: 01 - 8905700

Blanchardstown, Dublin 15 area.  
Tel: 01 - 8905780

Balbriggan, Skerries, Lusk areas etc.  
Tel: 01 - 8905711

Swords area - Tel: 01 - 8905772

## FIRE SAFETY GUIDELINES

### Fire Certification Process

Following receipt of Planning Permission for any child care unit/crèche/pre-school, an application must be made for a Fire Safety Certificate. This certificate has to be obtained for the premises and must be obtained before a Commencement Notice is lodged with the Local Authority.

A Fire Safety Certificate is a statement made by the Fire Authority stating that if the building is constructed in accordance with the submitted plans and documentation, it will meet the requirements of nationally accepted fire safety standards.

To obtain a Fire Safety Certificate, a formal application (similar to an application for Planning Permission) must be made to the Fire Authority. A significant difference to obtaining planning permission is that no public notice needs to be in the local paper or affixed to the site.

*The format of this application must include the following documents: -*

- A. A completed application form (available from the Local Authority or on the Council website [www.fingalcoco.ie](http://www.fingalcoco.ie)). This should be completed in full, including the Appendix at the rear of the application form. Should you have any difficulty in completing the form, contact Fire Service at 6778331 for advice.
- B. Two copies of drawings consisting of an Ordnance Survey Extract showing the location of the site, a site layout drawing, floor plans, elevations and sectional views of the proposed building.
- C. A Compliance Report forms part of your application and will be carried out by a Fire Safety Consultant.
- D. A fee charged at a rate of €2.90 /m<sup>2</sup> of building. There is a minimum fee of €1.25 for each application.

Once the application is received, the Fire Authority is obliged to assess the application and issue a decision within 8 weeks of its receipt.

### Fire Safety in Pre-Schools

Because of the demand for crèches/pre-schools by society and the number of applications lodged with Fire Authorities for Fire Safety Certificates, the Department of the Environment & Local Government issued a series of guidelines for fire safety in these buildings. "*Fire Safety in Pre-Schools: A Guide to Fire Safety in Premises used in Pre-School Services*" was launched in 2000. The guidelines present the requirements for Fire Safety Features in the building as well as outlining the requirement for Fire Safety Management.

*The Principal Fire Safety Features* in pre-school buildings may be summarised as: -

- a) the provision of adequate means of escape to allow all staff and children to evacuate the building quickly.
- b) the provision of a fire detection/alarm system to warn the occupants of the building in the event of fire.
- c) the containment of fire, should one occur, within the building and the limitation to its development and growth.

The guidelines emphasise the need to reduce the risk of accidental fires occurring. To this end all electrical works, gas services and heating systems must be fitted to appropriate industrial standards and must be maintained on a regular basis.

*The Fire Safety Management* issues facing the operators of any pre-school premises centre around staff training, maintenance issues of the premises itself and maintenance of records and logs.

The guide suggests the creation of a Fire Safety Register for the childcare premises. Some examples of the information it should contain are: -

- a) The name of the organisation/person providing the service
- b) The name & address of the premises (including phone number)
- c) The person(s) responsible for the fire safety programme
- d) The procedures for calling out the fire brigade in the event of fire
- e) Details of staff training in fire prevention and fire safety procedures

- f) Details of the emergency procedures and fire safety procedures
- g) Details of the emergency procedures and fire drills carried out
- h) A maintenance schedule for the fire protection equipment provided on the premises (e.g. fire detection/alarm system, fire extinguishers, emergency lighting).

Regular fire drills are mandatory and an audit of fire safety must be undertaken on an annual basis.

Examples of the types of documentation required are contained in the guideline document.

*The guide may be purchased from:*

**The Government Publications Office,  
Postal Trade Section, 4-5 Harcourt St. Dublin 2.  
Ph: 01-6613311 (extension 4040) or by accessing  
the Departments web-site at [www.environs.ie](http://www.environs.ie)**

Should you require any further information please contact Dublin Fire Brigade, Fire Protection Department at 6778221

## RATES

Rates are a property tax levied by Local Authorities on the occupiers of commercial / industrial properties in their administrative area.

The occupier is liable to pay rates on the date on which the rate is made is primarily liable for the full year's rates and upon default of payment, a subsequent occupier may be held liable.

Rates are payable in two equal instalments, one when the rate is made in January and the second on the 1st July. Fingal County Council has a direct debit facility that allows you to pay in monthly instalments. This is a popular payment method and currently over 30% of ratepayers take up this option.

The rate is "made" each year by Fingal County Council following a public notification process.

*A rates assessment on properties involves two factors :*

- (a) rateable valuation and
- (b) annual rate on valuation

*For further information on rates contact either the Rate Collector for your area or the Rates Department at:*

**Phone: 8905355 / 5357 / 5358**

**E-mail: [finance@fingalcoco.ie](mailto:finance@fingalcoco.ie)**

**Web: [www.fingalcoco.ie](http://www.fingalcoco.ie)**

## WATER RATES

All consumers of mains water, apart from domestic consumers, are liable for the charge. This means that a charge is payable on all business premises, on agricultural supplies, on schools, churches etc.- every type of supply except for a supply to a domestic residence. We are precluded from charging domestic residences for water / waste water under the provisions of the Local Government (Financial Provisions) Act 1997.

The calculation of the unit charge is somewhat complex but the principle is quite simple. The principle, in line with the Governments National Water Pricing Policy Framework, requires the charging of non-domestic consumers for water services so as to recover the full costs of providing the service to the customers. In other words, we charge the customers for the costs of providing the water/waste water facilities and for the maintenance/upkeep of the network.

Consumers pay either on the basis of actual usage (metered supplies) or, in cases where usage is minimal, on a flat charge (fixed accounts). Some consumers will only pay a charge on the basis of "water in". In other words, they don't discharge the water used directly into our drainage system (e.g. agricultural supplies or properties which have their own waste water treatment facilities under licence) and so do not incur the waste water element of the charge.

Metered consumers are billed on a quarterly basis. The fixed charge bills (flat rate) issue early in the year.

*For further information on water charges contact Fingal County Council Water Charges Section directly at:*

**Ph; 01- 890 5488**

**E-mail : [finance@fingalcoco.ie](mailto:finance@fingalcoco.ie)**

**Web: [www.fingalcoco.ie](http://www.fingalcoco.ie)**



# Build, Renovate, Equipment & Materials

2

## Building and Renovating

*When you have decided the type of childcare service you will provide and before you proceed with any building or renovating work, it is important that you consult with the following:*

- *Fingal County Childcare Committee*
- *Local Health Service Executive Pre-school Services Officer*
- *Fingal County Council Planning Department*

To contact any of the above see the USEFUL CONTACTS SECTION

Full sets of architect's plans are required when applying for planning permission. If you require information or advice in choosing an architect, consult the Royal Institute of the Architects of Ireland, Merrion Square, Dublin 2 Tel: 01-6761703 or [www.riai.ie](http://www.riai.ie) or consult the Golden Pages.

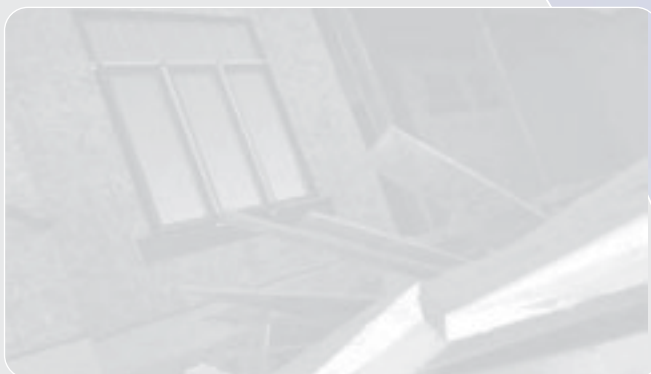
Indeed you may know someone who has had construction work done in the past and engaged the services of an architect in the design, layout and preparation of plans for submission of planning permission/change of use.

## Equipment and Materials

Having consulted with all of the relevant agencies and decided on the design and layout of the facility you should then start looking at the, internal and external, fit out costs in relation to childcare equipment and materials, office equipment and materials, outdoor play area, parking spaces, fencing/walls, gates etc.,

The architect will have prepared a bill of quantities for the construction costs including the permanent fixtures and fittings e.g. sanitary ware, fitted kitchen, interior floor covering, external landscaping and play area(s), external fencing, security system etc.,

It is good practice to shop around and obtain 3 quotations from registered builders and suppliers.



### Recommended Reading

*We Like This Place - Guidelines for Best Practice in the Design of Childcare Facilities* -NCNA 2002.  
Download from FCCC website: [www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie) or Pobal website: [www.pobal.ie](http://www.pobal.ie)

### List of Relevant Government Publications

Department of the Environment and Local Government (1999)  
*Guidelines for Planning Authorities on Residential Density.*

Department of Health and Children (1998) *Child Care (Pre-School Services) Regulations, 1996 and Child Care (Pre-School Services)(Amendment) Regulations, 1997* and *Explanatory Guide to Requirements and Procedures for Notification and Inspection.*

*Planning and Development Act, 2000* (No. 30 of 2000), Stationery Office, Dublin.

*Childcare Facilities - Guidelines for Planning Authorities June, 2001*  
Dept. of Environment 2001





## SECTION 3

# QUALITY

- What is Quality
- Siolta
- Policies, Procedures and Good Practice
- Programmes of Activities and Curriculum





There is no single definition of QUALITY. However, the importance to children's development and learning is well established and firmly linked to the core principles of the service provided. Poor quality provision may be detrimental to children and even put them at risk.

Listed below are the core areas in which a service can aspire to attaining the highest possible quality standards:

1. Management of the service
2. Staffing of the service
3. Physical environment
4. Activities and Programmes for Children
5. Partnership with Families
6. Health, Safety and Hygiene
7. Food and Nutrition
8. Policies and Procedure

*Síolta, The National Quality Framework for Early Childhood Education* has been developed by the Centre for Early Childhood Development and Education (CECDE) in consultation with a wide range of stakeholders in the early childhood care and education (ECCE) sector.

The word *Síolta* means 'seeds', and expresses the dynamic growth and development of young children, as well as the potential of the ECCE sector here.



*Síolta* provides a common set of quality standards across a diverse range of settings for children aged birth to six years. It is designed to assist all those concerned with early childhood education to provide the best possible quality of care and education to young children. It does this by encouraging practitioners to participate in a developmental journey towards the improvement and enrichment of young children's early, and arguably most critical, life experiences

## **SIOLTA FRAMEWORK PACK**

To support the childcare sector towards the improvement and enrichment of young children's early life experiences CECDE has produced the *Síolta* Framework pack that is made up of a number of items. These include the introductory handbook, four manuals and a CD ROM which contains all the materials.

For further information on workshops or to obtain information packs contact either CECDE or Fingal County Childcare Committee at:

### **Centre for Early Childhood Development & Education**

Gate Lodge, St. Patrick's College, Drumcondra, Dublin 9.

Tel: 01 8842110 Fax: 01 8842111

Email: [early.childhood@spd.dcu.ie](mailto:early.childhood@spd.dcu.ie)

### **Fingal County Childcare Committee**

ABCO KOVEX BUILDING

Swords Business Park

Swords

Co. Dublin

Tel: 01 - 8077660

Email: [info@fingalcountychildcare.ie](mailto:info@fingalcountychildcare.ie)

# Policies, Procedures & Good Practice

3

*A clear set of policies will exemplify the high standards the childcare service aims to achieve*

The written policies and procedures of a service indicate the standards that the provider is striving towards in relation to the quality of the service and in terms of good practice. Your objective should be to provide the best possible care for children while ensuring that they are exposed to positive experiences in a safe and caring environment.

Policies and procedures should address topics from Statutory Legislation to Relationships with Parents/Carers.

A **Policy** is a statement of beliefs drawn up by the provider in consultation with staff and, if possible, with parents/carers on specific topics related on specific topics related to the service. These policies ensure consistency and support decision-making.

The **Procedure** is the process by which the Policy will be implemented in a step by step manner.

**Good Practice** is the application of a policy as outlined or defined in the Policies and Procedures document.

It is good practice to have a set of policies and procedures that address statutory legislation - Health & Safety Childcare Regulations and also child related policies to include:

1. Admissions Policy - to include fees and payments
2. Settling in
3. Parental involvement
4. Curriculum and activities
5. Collection of children
6. Positive behaviour management
7. Biting policy
8. Child protection policy
9. Healthy Eating
10. Inappropriate language
11. Equal opportunities
12. Observation and assessment
13. Partnership with families
14. Health, Safety and Hygiene
15. Dealing with complaints
16. Confidentiality

The Policies & Procedures Document/Statement may also include the ethos/mission statement and the aims and objectives of the service.



# Programme of Activities & Curriculum

*When you are considering which type of childcare service you will provide, you should also consider the activities and programmes that you will organise for the children.*

It is recommended that you offer activities that will be stimulating for the children and suitable for different age groupings including a recognised curriculum, indoor and outdoor play environment, anti-bias curriculum, respect for diversity and developmentally appropriate programmes for all ages.

There is a diverse range of educational methods that can be offered in a childcare setting and the most frequently used methods in Ireland are:

- **Playgroup** - The emphasis is on play with the development of the child in mind.
- **Sessional Services** - Offer a planned programme on a regular basis for up to 3.5 hours.
- **Pre-School Services** - Any pre-school, playgroup, Montessori, Steiner, crèche or similar service.
- **Naoinrai** - A playgroup conducted through Irish.
- **Montessori** - A developmental child centred approach to the education of children founded by Dr. Maria Montessori.
- **High/Scope** - Is an approach to early childhood care and education which has been shaped and developed by research and practice over a forty year period.
- **Steiner Waldorf** - Is a pre-school with a developmental approach which is holistic and child centred.
- **Childminder** - Is caring for a small mixed age group of children in the minder's own home.
- **School Age Childcare/After School/Out of School** - Takes responsibility for children when they are not at school.

Each method is focused on meeting the developmental and educational needs of the children in a positive and caring way that encourages competence, confidence and creativity.

Further information on each of the aforementioned teaching methods and how to access training can be obtained by getting in touch with the relevant organisation - Contact details are available in USEFUL CONTACTS section at the back of the manual.

An extensive range of publications by the NVCO's is also available in our Library. You can contact the staff of FCCC @ 01 8077660. For further information. A listing of all library material is available on our web-site: [www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie)

See also SECTION: *NATIONAL FRAMEWORK OF QUALIFICATIONS*

See also SECTION: *CAREER PATH & QUALIFICATIONS FOR THE CHILDCARE SECTOR*

## Recommended Reading

*Diversity and Equality Guidelines for Childcare Providers* - OMC 2006

*Supporting Learning in Early Childhood Through a Play Curriculum* - IPPA 2004

*Power of Play - a Play Curriculum in Action* - IPPA 2004

*After School - The Way Forward - Good Practice Guidelines for the Development of a Quality After School Service* - NCNA 2000







## SECTION 4

# Market Research and Business Planning

- Needs Analysis
- Consultation
- Marketing
- Business Plan
- Legal Structure
- Fingal County Enterprise Board







# Market Research

4

*Market research is the first step in the process in setting up a business*

Whether your idea is to provide a childcare service from your own home as a childminder or as a service that requires specific type of premises, staff etc to meet Health Board regulations it is good business practice to carry out market research into the type of service currently being provided, the type of service required by parents and where the gaps in the market are.

The information you gather during your market research is vital in enabling you to put together a realistic business plan. What you want the research to indicate is whether or not you are likely to be able to sell your service to enough people at a price to make a profit i.e. does supply meet demand.

## MARKET RESEARCH IDEAS

- ✓ What new housing, commercial or industrial developments are happening in the area
- ✓ What is the current childcare provision in the area - list available from HSE Pre-school Officers
- ✓ Obtain research /needs analysis from Fingal County Childcare Committee, Fingal County

Council, Census 2006 from Central Statistics Office etc.

- ✓ Check the parish register for births, local primary schools for enrolments
- ✓ Check Fingal County Council Development Plan for any new housing / business developments
- ✓ Compile and circulate a questionnaire for parents - full day care/out of schools
- ✓ Note in schoolbags or notice board in schools/colleges
- ✓ Visit other childcare providers in the area
- ✓ Advertise in the local paper, parish newsletter and local shop/ supermarket etc.
- ✓ Check local Newsletters/Newspapers
- ✓ Call a meeting of parents and find out what their needs are

## WHO TO CONSULT WITH

- Fingal County Childcare Committee
- Fingal County Council Planning Department
- Fingal Enterprise Board
- HSE Pre-school Officers Northern Area
- Local Childcare providers - list available from HSE Pre-school Officers
- Local FAS, VEC, Colleges
- Local employers re employees childcare needs
- Local community/voluntary groups
- National Voluntary Childcare Organisations - Barnardos, IPPA etc.,
- Office of the Minister for Children re NCIP
- Pobal - Childcare Section
- Blanchardstown Area Partnership
- Co-Operation Fingal North



# Business Plan

***Business success is based on fulfilling people's needs or their perceived need***

A business plan details the idea behind the business and how the idea will be turned into reality. Anyone should be able to read the plan and know exactly what it is you are trying to do and how you plan to do it.

Preparing and drawing up the business plan is necessary for you to think through your service and how the service will develop in a logical and meaningful way. There is no doubt that in preparing the business plan issues may arise that you had not thought of but this will be the opportunity to address these. The plan will also be the benchmark by which you can monitor how the business is progressing.

The Plan should be set out in the following five sections:

## **DEVELOP YOUR BUSINESS TRAINING**

Fingal County Enterprise Board provides a range of programmes and assistance suited to the needs of small business owners/managers and those considering starting a business. For further information, contact the Enterprise Board at 01-8900800 or see their website: [www.fingalceb.ie](http://www.fingalceb.ie)  
See SECTION - FINGAL ENTERPRISE BOARD

## **OPERATING & MANAGING A CHILDCARE BUSINESS**

The NCNA (National Children's Nurseries Association) and IPPA run training courses for anyone operating and/or managing a childcare facility.

Contact details for all of the above organisations can be found in the USEFUL CONTACTS SECTION.

1	<b>Executive Summary</b>	Is a synopsis of the detailed plan
2	<b>Professional Expertise Your C.V.</b>	This section is all about your experience, skills, qualifications, expertise
3	<b>Service Plan</b>	Details the type of service, premises, location, set up and running costs, equipment, staff etc.
4	<b>Needs Analysis</b>	Will show the need for your service, how you established this need, how you will promote your service, who your competitors are, who you consulted with, how your service will not duplicate or displace existing services
5	<b>Financial Plan</b>	Finance is the life blood of any business and you must get this right at the start. The financial plan will show the projected income and expenditure over a specified period i.e. 3 - 5 years. It will also show your Profit/Loss, Cash flow forecasts that must be based on realistic income over that period. You must be showing that your service is sustainable.

# Legal Structure

Consideration should be given to legal structure suitable for the type of childcare service planned as there are different risks and liabilities associated with each structure - See SECTION - **PLANNING YOUR SERVICE** for further information on legal structures. There are three formal structures:

## **1. Sole Trader**

This is a business owned and run by one person. An advantage of being a sole trader is that apart from normal tax returns, which every taxable person must make, a sole trader is not required to make public any information about the business. Registration with the Register of Business Names is optional - contact Companies Registration Office at Ph: 01 8045200 / Lo call 1890 220 226 or [www.cro.ie](http://www.cro.ie) or Fingal County Enterprise Board at Ph: 01-8900800.

## 2. Partner in a Partnership

The partnership structure is similar to the sole trader model with two or more people coming together in a business relationship. Up to twenty people can be partners each contributing capital to the business. Although there is no legal requirement business partnerships often start with the writing of a formal agreement, A Deed of Partnership, which sets out in a legal contract the workings of the company, the profit sharing arrangements and stipulations for resignation, retirement and death.

## 3. Shareholder in a Limited Company

This is a legal entity in its own rights, separate from its owners who are the shareholders, and from its directors who run the business. The owners are free from personal responsibility for the debts of a limited company - they are liable only to lose the share capital that they invested in the business. The shareholders are only liable, in the event, of the business becoming unable to pay its debts, for any amount outstanding on their subscribed shareholdings. For further information on setting up a limited company contact the Companies Registration Office Ph: 01-8045200 / Lo call 1890 220 226 or [www.cro.ie](http://www.cro.ie) or Fingal County Enterprise Board at Ph: 01-8900800. If you are considering setting up as a limited company you should seek advice from a solicitor and/or an accountant as directors of limited companies have responsibilities under company law.

*Information, advice, support, training or publications to assist you developing your service can be obtained from the following organisations:*

ISME - Irish Small & Medium Enterprises Association	17 Kildare Street, Dublin 2. Ph: (01) 6622755. <a href="http://www.isme.ie">www.isme.ie</a>
IBEC - Irish Business & Employers Confederation	Head Office, Confederation House, 84/86 Lower Baggot Street, Dublin 2. Ph: (01) 6051500. <a href="http://www.ibec.ie">www.ibec.ie</a>
Fingal Enterprise Board	Mainscourt, 23 Main Street, Swords, Co. Dublin. Ph: 8900800. <a href="http://www.fingalceb.ie">www.fingalceb.ie</a>
Blanchardstown Partnership	Blanchardstown Area Partnership, Unit 106, Coolmine Industrial Estate, Dublin 15. Ph: 01 8209550 / 8206379. <a href="http://www.bap.ie">www.bap.ie</a>
Co-Operation Fingal	BEAT Centre, Stephenstown Industrial Estate, Balbriggan, Co. Dublin. Ph: 01 8020484. <a href="http://www.co-operationfingal.ie">www.co-operationfingal.ie</a>
National Childrens Resource Centre - Barnardos	Christchurch Square, Dublin 8. Ph: 01 4549699. <a href="http://www.barnardos.ie">www.barnardos.ie</a>
IPPA - The Early Childhood Organisation	Unit 4, Broomhill Business Complex, Broomhill Road, Tallaght, Dublin 24. Ph: 01 4630010. <a href="http://www.ippa.ie">www.ippa.ie</a>
National Children's Nurseries Association (NCNA)	Unit 12c, Bluebell Business Park, Old Naas Road, Bluebell, Dublin 12. Tel: 01 4601138. <a href="http://www.ncna.net">www.ncna.net</a>

### Recommended Reading

*Starting Your Own Business - a workbook* by Ron Immink & Brian O'Kane for Department of Enterprise, Trade & Employment 2001

*Applying the Rules of Business - A Guide to Starting a Business* by Ron Immink & Brian O'Kane for CIPS (Oak Tree Press)

*Planning For Success - A Planning Workbook* for Start-Ups by Ron Immink & Brian O'Kane for CIPS (Oak Tree Press)

*Fingal County Enterprise Board was formed in 1994 and is part of a network of 35 City and County Enterprise Boards nationwide. The role of the Board is to support and provide assistance to existing and potential small business promoters located in Fingal County. In addition the Board aims to foster the development of an enterprise culture.*

## **Fingal County Enterprise Board's support includes:**

- Business advice and mentoring for start up and micro businesses
- Training and information services
- Management skills development
- Financial assistance depending on the type of business activity
- Enterprise awareness
- Business networks (including the Fingal Women in Business Network)

## **FINANCIAL ASSISTANCE**

Financial assistance is available primarily for businesses with growth potential, specifically for businesses which are or have potential to become internationally trading or manufacturing. There are grants and loans available for qualifying businesses. The maximum intervention is €75,000 and applicants must be employing less than 10 staff.

- Feasibility Study Grants (up to 50% of the cost maximum €5,100)
- Capital Grant (up to €75,000)
- Employment Grant (up to €7,500 per new employee)
- Equity Grant (up to €75,000)

Currently, Childcare businesses do not generally qualify for grant assistance unless there are exceptional circumstances and the Enterprise Board can advise you further on this.

## **ENTERPRISE AWARENESS**

Free Business information seminars are held in Blanchardstown and Balbriggan for people who are thinking of starting their own business. Professional speakers and renowned authors provide information and inspiration to potential entrepreneurs.

## **START YOUR OWN BUSINESS PROGRAMME**

The Dynamic Business Start Up Programme is a 10-week evening certified course that covers all the basics you need to start your own business. The group is limited to 15 people. During the course participants compile their own Business Plan.

## **MANAGEMENT & IT SKILLS DEVELOPMENT**

A broad range of full day and evening workshops are offered in an 'a la carte' programme of brief but intense workshops with groups limited to 15 people. Topics include personal development, managing your business, people management, marketing & sales, financial, Export and E-Commerce.

## **"EMPOWER" E-Commerce Programme**

The aim of the EMPOWER programme is to assist enterprises to develop and market a web presence and to be aware of and profit from trends in E-Commerce as they relate to their own business. All qualifying companies who participate on the programme can also apply for a special E-Commerce technical assistance grant up to 1,000 euro, which if approved, can be used to contribute towards the costs involved in developing and implementing their company's E-Commerce Strategy.



## FIRST TIME EXPORTER PROGRAMME

Before you commit to exporting you need to honestly assess your Export Potential both in terms of the readiness of your business and of your product or service. The Irish Market for goods and services is extremely small and many companies outgrow the Irish market in a short period of time. This comprehensive 8-week programme is designed to specifically enable the promoter to successfully enter the Export Market for the first time. Qualifying participants on the First Time Exporter programme can apply for a technical assistance grant of up to €2,000 towards costs incurred in export market research.

## BUSINESS ADVICE AND MENTORING

Staff at Fingal County Enterprise Board are on hand to provide business advice and information. We have our own panel of Mentors who are skilled business people who are assigned to clients with specific requirements for business consultancy. Mentors are assigned to clients who need practical and sound one-to-one advice and guidance.

## NETWORKING OPPORTUNITIES

A variety of Business Networking opportunities are available through the Enterprise Board.

The Women in Business Network is the longest standing network of its type in Dublin. Meetings take place once a month, usually on the last Tuesday of each month in Swords from 7.00pm and alternate between three types to allow for a good mix of information gathering, practical networking and learning. Women already in business or considering starting up, have an opportunity to share experiences.

## PLATO

“PLATO” is a two-year business development programme for Owner-Managers of businesses with 3-80 employees who have potential for growth. It provides practical training, business counseling, networking opportunities and large company support to help develop your business.

## Useful Websites

County and City Enterprise Boards - <http://www.enterpriseboards.ie>

Plato Network - <http://www.plato.ie>

Department of Enterprise Trade & Employment - <http://www.entemp.ie>

Fingal County Enterprise Board - <http://www.fingalceb.ie>

Enterprise Ireland - <http://www.enterprise-ireland.com>

FAS - <http://www.fas.ie>

IBEC - <http://www.ibec.ie>

Irish Small and Medium Enterprises - <http://www.isme.ie>

Small Firms Association - <http://www.sfa.ie>

Chambers of Commerce of Ireland - <http://www.chambersireland.ie>

Blanchardstown Area Partnership - <http://www.bap.ie>

Blanchardstown Institute of Technology - <http://www.itb.com>

Fingal County Council - <http://www.fingalcoco.ie>

Fingal County Development Board - <http://www.fingalcoco.ie>

Fingal Tourism - <http://www.fingal-dublin.com>

Northside Partnership - <http://www.northsidepartnership.ie>

Rural Dublin Leader - <http://www.ruraldublin.ie>

Business Access to State Information - <http://www.basis.ie>

Companies Registration Office - <http://www.cro.ie>

Revenue Commissioners - <http://www.revenue.ie>

Starting a Business in Ireland.com - <http://www.startingabusinessinireland.com>

County and City Enterprise Boards - <http://www.enterpriseboards.ie>

## Contact Details:

Fingal County Enterprise Board, 23 Mainscourt  
Main Street, Swords, Co. Dublin.

Tel: 01- 8900800 email: [info@fingalceb.ie](mailto:info@fingalceb.ie)

website: [www.fingalceb.ie](http://www.fingalceb.ie)



EUROPEAN UNION  
STRUCTURAL FUNDS





SECTION 5

Grants and Funding





# Grants and Funding

5

## National Childcare Investment Programme (NCIP) 2006-2010

*The Government's National Childcare Investment Programme is a major programme of investment in childcare infrastructure. €575 million has been allocated to the five-year Programme, including €358 million for capital investment.*

It is anticipated that the Programme will create up to 50,000 new childcare places, with the objective of assisting parents to access affordable, quality childcare.

### *The Programme will seek to:*

- ▲ create 5,000 after-school and 10,000 pre-school education places
- ▲ support childcare facilities for disadvantaged parents and their children
- ▲ support quality measures for Childminders and Parent & Toddler Groups

The Childcare Programme will develop quality childcare supports and services, which will be delivered at local level, through the City and County Childcare Committees, under the co-ordination of Pobal.

### 1. Capital grants to develop childcare facilities are available to both private & community sector childcare providers.

- **Private sector applicants** may apply for grant assistance of up to 100,000 towards the capital cost of developing a childcare facility, in a catchment area where there is a demonstrated childcare need. An applicant may apply for more than one grant, provided the subsequent childcare facilities are in different catchment areas

and subject to an overall ceiling of 500,000. In each case, an applicant must provide at least 25% of the total funding required for the project.

- **Community/not for profit sector applicants** may apply for grant assistance towards the capital cost of developing a childcare facility, based on a demonstrated childcare need in the area. The level of funding will be determined by the number of places the group proposes to provide and a number of criteria based on specific local need. **A maximum grant, subject to a cost per place of €20,000 and an overall maximum per project of €1 million, are available under the programme.** Applications will also be assessed based on the sustainability of a project.

### 2. Staffing grants towards the staffing costs of childcare services are available to community sector childcare providers.

- **Staffing supports** may be applied for where a level of disadvantage and the need for support during the initial start-up/support phase are demonstrated. Applicants will be expected to demonstrate an ability to become sustainable over the short to medium term.
- Where a deeper level of disadvantage is demonstrated, longer-term staffing supports may be applied for.
- These services will be required to operate a tiered system of charges, based on parents' ability to pay.

*The level of disadvantage will be determined by a number of factors including, the geographic location (e.g. RAPID and CLAR areas).*

## NCIP Criteria

*The criteria for the NCIP is as follows:*

- 1) **How the new / upgraded service will meet the childcare needs of parents in the area**
  - Why the type and size of service proposed is needed in the area
  - How the service proposal complements existing childcare provision in the area
  - The extent to which the project will increase the number of affordable childcare places in the area
  - The extent to which the project will increase the quality of the service
- 2) **Briefly describe your capacity to manage a childcare service**
  - Applicants previous experience and background in childcare - incl. staff qualifications as relevant
  - The management and staff structures appropriate to the nature of the project
  - Experience of financial controls and staff management systems appropriate to the project
  - Operational childcare policies and procedures
  - Ability to manage and comply with the terms of the funding

*Applicants will be required to develop a detailed implementation plan which will require verified costings and timescales at post approval stage.*

### 3) Project Proposal:

- That details of the capital project for which funding is being sought,
- That outlines what applicant plans to do,
- Why the work is necessary and
- What the grant will be spent on

### 4) How the proposal demonstrates value for money based on the following:

- A benchmark of €15,000 per childcare place will normally apply
- Projects should normally create at least 5 additional childcare places
- The project will be assessed in terms of the overall cost of the project with regard to the number of additional childcare places being created
- Maximum grant for self-employed applications is €100,000
- Applicants will be required to contribute match funding of 25%

- If approved, all expenditure will have to comply with public procurement procedures - 3 quotes for all items over 3,000 will be necessary and one quote for items less than that amount.
- At proposal stage to ensure costs are based on some reasonable estimate - applicants should obtain at least one external quote or estimate to validate costings.

## NCIP Application Process

**Step 1: Contact Fingal County Childcare Committee, obtain an *EXPRESSION OF INTEREST FORM*.** Complete form and return to FCCC - sample EOI form in Appendices

**Step 2: With support and advice from Fingal County Childcare Committee, obtain, prepare and submit a *PROJECT PROPOSAL FORM*** which demonstrates the following;

- The nature and extent of the need for the service proposed
- Applicants capacity to deliver in terms childcare expertise and professional management of the operations
- How the proposal constitutes value for money

**Step 3: Fingal County Childcare Committee reviews all *Project Proposals*** in light of their strategic mapping exercise, and Programme criteria and include it within the county portfolio for national consideration.

**Step 4: Pobal reviews County portfolios** and presents funding recommendations to the Office of the Minister for Children's Programme Appraisal Committee leading to funding decisions by the Secretary General of the Dept. Health and Children.

**Step 5: Following the decision, which is notified to the applicant by the Office of the Minister for Children,** Pobal will deal with the following aspects of the grant, in liaison with Fingal County Childcare Committee:

- Implementation plan to achieve the project within budget and in line with Programme criteria.
- Offer of contract
- Financial payments
- Monitoring of performance and expenditure
- Training and support

## Childminders Development Grant

The **Childminders Development Grant** is designed to assist Childminders already providing a Childminding service in their own homes, to enhance safety/quality in the service through the purchase of small capital items, equipment, toys or minor adaptation costs. It may also give financial assistance to new or prospective Childminders with their initial set up costs. All applicants must be committed to maintaining / improving the quality of their Childminding service and, except where they are already notified as childcare providers to the Health Service Executive, will be required to undergo a short Quality Awareness Course.

### Eligibility for funding

The maximum grant available to a Childminder, who fully meets the criteria of the scheme, is 90% of total expenditure i.e. spend €700.00 and claim back 90% = €630.00

#### Are you?

- Providing a childminding service in your own home?

#### Are you?

- Providing or planning to provide childminding services for at least 3 children on a part-time basis? (Not including your own children)

OR

- 1 child on full-time and 1 child part-time? (Not including your own children)

#### Have you?

- Completed a Childminding Quality Awareness Programme (QAP) or an equivalent Childminding course?

OR

- Are you notified as a Childminder to the Health Service Executive Pre-School Services?  
(Regulations 1996)(this applies to those minding four or more pre-school children.)

OR

- Are you voluntarily Notified to the Health Service Executive or Fingal County Childcare Committee.

#### You Must

- Provide evidence of appropriate insurance  
and
- Operate as a Childminder for a minimum of two years following receipt of the grant.

What the Childminders Development Grant can be used for?

**Safety Equipment** - Fire blanket, Smoke alarms, Carbon Monoxide monitors, Cupboard locks, First Aid Kit, Banisters cover, Radiator Cover, Stair gates, Fireguard, Car seat, Garden fence, Socket covers, Toys - Bike / trike, Dolls pram/buggy, Games, Jigsaws, Play mat, Books and Art materials.

**Outdoor Play** - Sandpit, Slide, Swing etc.

**General Equipment** - Cot, Highchair, Buggy, Changing unit, Potty/toilet seat etc.

Fingal County Childcare Committee has produced the "*CHILDMINDERS INFORMATION MANUAL*" to assist Childminders in providing a Childminding service.

A copy of the Manual can be obtained free of charge by contacting FCCC @ 01 - 8077660 or download from [www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie)

There are two Childminder Advisory Officers for the Fingal Area:

Una Caffrey, North Fingal & East Fingal

Ph: 8077665

Email: [una@fingalcountychildcare.ie](mailto:una@fingalcountychildcare.ie)

Liz Butler, Blanchardstown, Dublin 15.

Ph: 8825174

Email: [elizabeth.butler@mailc.hse.ie](mailto:elizabeth.butler@mailc.hse.ie)



Since the establishment of Fingal County Childcare Committee in 2001 over 185 providers, including childminders - have been successful in securing capital and/or staffing grants under the National Childcare Investment and Equal Opportunities Childcare Programmes.

You can contact FCCC and you will receive free one-to-one support and advice from their expert team in the pre-planning, preparation and completion of a proposal for funding under the National Childcare Investment Programme.

*For further information on applying for NCIP funding contact*

Fingal County Childcare Committee,  
ABCO KOVEX BUILDING, Swords Business Park,  
Swords, Co. Dublin. Ph: 01 - 8077660  
Email: [info@fingalcountychildcare.ie](mailto:info@fingalcountychildcare.ie)  
Web: [www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie)

## ***Grants for Parent and Toddler Groups***

The Parent and Toddler Group Initiative is a strategic partnership between the Office of the Minister for Children (OMC) and the Katharine Howard Foundation (KHF) under the National Childcare Investment Programme (NCIP) 2006-2010. The primary purpose of the initiative is to provide grants to Parent and Toddler Groups.

KHF is an independent Irish grant-making Foundation with a particular emphasis on supporting community projects and initiatives in areas that are socially disadvantaged. Within this provision, the Foundation's focus is on projects that provide direct support to children and their families in disadvantaged communities.

### **Information on grants available: -**

Applications for funding under this scheme should only be made by Parent & Toddler Groups that are organised by and involve the participation of parents in the community. Funding will mainly be made available towards costs such as toys, books and equipment, with some funding available towards overhead costs such as rent, insurance and training. Grants will range from €100 to €600.

*Further information and to apply for a grant for Parent & Toddler Groups contact:*

Katharine Howard Foundation  
ISFC, 10 Grattan Crescent, Inchicore, Dublin 8.  
Ph: 01 - 4002107 Fax: 01 4531862  
Email: [info@khf.ie](mailto:info@khf.ie) Web: [www.khf.ie](http://www.khf.ie)

## **SETTING UP A PARENT & TODDLER GROUP**

*For information on setting up a PARENT & TODDLER GROUP contact IPPA, the Early Childhood Organisation Resource Centre at 01-4630010.*

## ***Fingal Enterprise Board***

### **Financial Assistance**

Fingal County Enterprise Board provides a range of financial supports to qualifying small businesses which are based in the Fingal County area. The primary aim of the Board is to provide assistance to new and existing small businesses in order to allow the project to achieve its full potential. Assistance tends to be restricted on the basis of sectoral and competitive factors.

Local factors such as employment generation and impact on the local economy are also considered. In general, preference is given to manufacturing and service businesses with the potential for international trade.

There are exceptions however and to discuss your own particular circumstances and the criteria for applying for financial assistance you should contact our Project Executive at the address below.

### ***What Grants are available?***

The following financial assistance may be applied for:

- Feasibility Study Grant (up to 50% of the cost, maximum €5,100)
- Capital Grant (up to €75,000)
- Employment Grant (up to €7,500 per new employee. This grant may also apply to a person starting up his/her own business)
- Equity Finance (up to €75,000)

Fingal Enterprise Board 23 Mainscourt, Main Street, Swords, Co. Dublin.  
Tel: 01 - 8900800 Email: [info@fingalceb.ie](mailto:info@fingalceb.ie)  
Web: [www.fingalceb.ie](http://www.fingalceb.ie)

## Other Financial and Non-Financial Supports

There are other organisations and agencies that also provide pre and ongoing support in developing your service. These are listed below:

1. Blanchardstown Area Partnership
2. Co-Operation Fingal North
3. FAS - Training
4. VEC - Training
5. National Voluntary Childcare Organisations:
  - Barnardos
  - IPPA - The Early Childhood Organisation
  - NCNA - National Children's Nurseries Association
  - Forbairt Naoinrai Teo (*formerly An Comhchoiste Reamhscoileachta*)
  - Childminding Ireland
  - Steiner Waldorf
  - ISPCC
  - St. Nicholas Montessori

**Department of Social and Family Affairs** has an annual allocation to support provision of out-of-school hour's childcare service in disadvantaged communities. Programme Funding will also be available to other local initiatives that subscribe to self-help, community development ethos in tackling issues of poverty and disadvantage.

**Department of Health and Children** provides financial supports to certain pre-school services, which cater for children who are regarded as being at risk or disadvantaged.

**Department of Education & Science** provides funding to VEC's towards the cost of childcare support for participants in the VTOS (Vocational Training Opportunities Scheme), Youthreach and Senior Traveller Training Centre Programmes.

**Revenue Commissioners** provide Capital Allowances for premises used for Childcare whereby the cost of constructing, refurbishing or extending a premises for use as a childcare facility may be written off for tax purposes on facilities which meet the required standards for such facilities, as provided under the Child Care Act, 1991.

**Department of Community, Rural and Gaeltacht Affairs** through Uadaras na Gaeltachta, support and funds naoinrai in the Gaeltacht areas by offering support to Irish speakers and the initial education of children who are acquiring the Irish language for the first time.

This Department through Pobal manages the Local Development Measure of the Social Inclusion Programme of each Regional Operational Programme and will provide funding and support to 38 Partnerships and 33 Local Development Community Groups who adopt a partnership approach to tackling local issues on the basis of a comprehensive, integrated local action plan designed to counter social exclusion.

*There are two initiatives being supported under the Social Inclusion Programme in the Fingal area. For further information on the range of supports available contact details are as follows:*

Blanchardstown Area Partnership  
Blanchardstown,  
Dublin 15.  
Tel: 01-8209550

Co-Operation Fingal North  
Unit 14, The BEAT Centre,  
Stevenstown Industrial Estate,  
Balbriggan,  
Co. Dublin.  
Tel: 01-8020410

**Department of Enterprise, Trade and Employment**, through City and County Enterprise Boards, provides direct financial assistance in the form of grants for suitable entrepreneurs, which fit into its Enterprise Action Plan. Contact Fingal County Enterprise Board at 8900800 for further details.

### **Childcare Support for Parents**

Parents wishing to return to education or training may be eligible for childcare support costs under such initiatives as **FAS** Community Employment (C.E); Job Initiative (J.I); **VEC** Initiatives such as V.T.O.S. (Vocational Training Opportunities Scheme) and Youthreach and the **Department of Social, Community & Family Affairs** B.T.E.I. (Back to Education Initiative).

The Health Service Executive and some charitable organisations e.g. St. Vincent de Paul also support childcare costs for vulnerable families and parents.

To get in touch with any of the above organisations see **USEFUL CONTACTS SECTION**.



## SECTION 6

# Community/Not for Profit Childcare Sector

- Context
- Set Up, Expand, Increase, Upgrade and Improve
- Tiered Fee Structure
- Government Departments, Agencies, Organisations Support
  - Department of Community, Rural & Gaeltacht Affairs
  - Fingal County Council
  - Carmichael Centre







# Community/Not for Profit Childcare Sector

*This section explores the various organisations, funding and non-financial supports available to the community / not for profit sector and also puts into context the need for government intervention/ subventions in the community based / not for profit childcare sector.*

## CONTEXT

In 1994 the Department of Equality & Law Reform introduced the Pilot Childcare Initiative which operated for the period 1994 to 1997 providing funding for the development of childcare services in disadvantaged areas to enable women and men who had the responsibility for rearing their young children to avail of education, training and employment opportunities which they would otherwise be unable to do in the absence of childcare facilities.

An evaluation of this Pilot Childcare Initiative (1995) showed that it was instrumental in bringing about a radical transformation to those childcare projects and related communities that benefited from receiving funding. In July 1995 the Department of Justice, Equality and Law Reform, sought and obtained Government approval for the conversion of

the Pilot Childcare initiative into the Equal Opportunities Childcare Programme (1996 - 1999). This was followed by EOCP 2000 - 2006) and in December 2005 the National Childcare Investment Programme (NCIP) 2006 - 2010 was announced.

*The main objectives of the NCIP are to:*

- ▲ To improve the quality of childcare;
- ▲ To maintain and increase the number of childcare facilities and places; and
- ▲ To introduce a co-ordinated approach to the delivery of childcare services.

*The key criteria against which projects are appraised for funding under the NCIP include:*

1. The socio economic and demographic profile of the area;
2. The quality of the proposal;
3. The capacity of the group to implement the project;
4. The level of integration/co-ordination; and
5. The costings/value for money

## SET UP, EXPAND, INCREASE, UPGRADE & IMPROVE QUALITY

These are normally the main reasons for wanting to access funding for community based / not for profit childcare facilities.

It is the remit of the Childcare Committee to provide support to groups considering any of the above options. Particular consideration is given by NCIP to projects in designated disadvantaged areas. To find out where these areas are in Fingal please contact the Childcare Committee at 01-8077660.

Community based childcare services in disadvantaged areas should be aspiring to meet the social inclusion 3R's proofing method as follows:





**Representation** - Questions regarding representation will show if effective consultation has occurred with the beneficiaries of the service

**Resources** - Questions regarding resources will show if sufficient funds are available to deliver the service

**Reality** - Questions about the reality of the service and how it will change anything for the target group

## Types of Funding available under NCIP

### CAPITAL FUNDING - COMMUNITY/NOT-FOR-PROFIT SECTOR

This capital scheme will apply to a community based/not-for-profit group or organisation or a community based/not-for-profit consortium of private and community groups, providing support towards the building, renovation, upgrading or equipping of community based childcare facilities.

- Groups may apply for grant assistance based on a demonstrated childcare need in the area.
- The level of funding granted will be determined by the number of places which the group proposes to provide.
- A general limit of €1,000,000 on the maximum grant payable per project will apply.
- Capital grant applications from community/not-for-profit groups will take account of the sustainability of a project.

### STAFFING FUNDING - COMMUNITY/NOT-FOR-PROFIT SECTOR

This strand of funding has been put in place to support the community-based sector to develop sustainable quality childcare. It recognizes the staffing constraints faced by these childcare projects and enables them to develop long-term strategies for community based / not-for-profit childcare services in disadvantaged areas and thus improve the quality and sustainability of the childcare service being delivered. The need for qualified childcare workers in particular has been identified particularly for core qualified staff to ensure their ongoing development and the delivery of a quality childcare service.

Applicants may apply for grant assistance towards the staffing costs of their childcare service, where the project demonstrates a need for support for either;

- Funding in the initial start up / support phase for community not for profit services with a demonstrated level of disadvantage.
- Services whose client base represents a cross section of society will be expected to become sustainable over the short to medium term.
- Funding to support families and communities to break the cycle of poverty/disadvantage.
- Level of poverty/disadvantage will be determined by reference to geographic location (e.g. RAPID and CLAR areas) as well as taking account of factors specific to the service.

*All services will be required to operate a tiered system of charges, based on parental ability to pay.*

### TIERED FEE STRUCTURES - COMMUNITY BASED CHILDCARE PROVIDERS

In December 2005 the Minister for Finance announced the new National Childcare Investment Programme 2006 - 2010 that aims to provide a proactive response to the development of quality childcare supports and services which will be planned for and developed locally and centred on the needs of the child and the family.

### TIERED FEE PAYMENT STRUCTURE - HOW TO IMPLEMENT ONE

The purpose of a tiered payment system is to make childcare more accessible. The payment system aims to allow all families to avail of childcare in their community irrespective of their financial / personal circumstances. It also allows parents the opportunity to participate in work / education or training.

The fee structure will be influenced by the circumstances of the service and the financial capacity of the families who are availing of it. The management of fees should reflect best practice in relation to the criteria recommended by the NCIP which is that community based projects that apply for staffing funding will be required to operate a tiered system of charges, based on parental ability to pay.

Tiered fee payment structures take into account what the families who use the service can afford to pay; given varying circumstances such as: recipients of social welfare, number of siblings attending the service and low income families.

The Management Committee may need to make a decision to provide a certain number of places at the full commercial rate and a certain number at a reduced rate in order to sustain the service. A clear admissions policy stating criteria on how places will be allocated is vital.

The introduction of tiered fee payments is fundamental to supporting families and breaking the cycle of disadvantage.

Tiered fee payments operate on the basis of cross subsidisation within the service and tiered fee structure.

The following is an example of a sample tiered fee payment structure. Fees quoted are for demonstration purposes.

- ▲ Full commercial rate €110 per week (full day care).
- ▲ The reduced rates are based on a 20% reduction = €88 per week.
- ▲ Reduced rate for low income families in receipt of Family Income Supplement (FIS).
- ▲ Parents in receipt of Lone Parent Benefit who are participating in Community Employment Schemes or Accredited Training and in receipt of a training allowance.
- ▲ Parents in receipt of Lone Parent Benefit who are participating in Community Employment Schemes or Accredited Training with no training allowance.
- ▲ Reduced rates may apply for other social welfare payments also.
- ▲ All parents should be able to avail of a 20% reduction for each sibling.

The above sample could be applied when devising a tiered fee structure for any or all childcare services i.e. Pre-school, School Age Childcare Service or Creche.

Cavan County Childcare Committee and Monaghan County Childcare Committee have produced an

excellent leaflet on developing a Tiered Fee Payment Structure.

This leaflet can be downloaded from [www.cavanccc.ie](http://www.cavanccc.ie) or [www.monaghanchildcare.ie](http://www.monaghanchildcare.ie)

Contact details for both Committees are as follows:

Cavan County Childcare Committee Ltd.  
Railway Station, Belturbet, Co. Cavan.  
Telephone: 049 952 9882, Fax: 049 952 9881  
Email: [cavanccc@oceanfree.net](mailto:cavanccc@oceanfree.net)

Monaghan County Childcare Committee Ltd.  
7 The Grange, Plantation Walk, Monaghan  
Telephone 047 72896, Fax 047 72881  
Email: [monaghanccc@eircom.net](mailto:monaghanccc@eircom.net)

## Government Departments, Agencies or Organisations

### DEPARTMENT OF COMMUNITY, RURAL AND GAELTACHT AFFAIRS

The Department funds, and in some cases administers, a range of programmes of support for community development so that socially excluded groups and local communities can be active participants in identifying and meeting their own development needs, working alongside the Statutory Agencies and others involved in local development initiatives.

***The Community and Local Development Unit of the Department*** administers the following Programmes and Schemes:

#### Community Development Programme

This Programme provides financial assistance to fund community development projects in disadvantaged areas. It also provides support for self-help work in specific target groups that experience disadvantage - disadvantaged women and men, lone parents, travellers, etc. - in order to help them articulate their point of view and participate in a process of personal and community development. The Programme is included in the National Development Plan as a sub-measure in the social inclusion measures in the Regional Operational Programmes.

### **Local Development Social Inclusion Programme (LDSIP)**

The Local Development Social Inclusion Programme is a series of measures that are designed to counter disadvantage and to promote equality and social and economic inclusion.

### **Community Services Programme**

Formerly the Social Economy Programme (SEP) and under the aegis of the Department of Enterprise, Trade and Employment. The Ministerial and administration functions became the responsibility of this Department from 1st January 2006.

### **RAPID**

The RAPID (*Revitalising Areas by Planning, Investment and Development*) Programme is a Government initiative, which targets 45 of the most disadvantaged areas in the country.

### **CLÁR**

The CLÁR programme (Ceantair Laga Árd-Riachtanais), launched in October 2001, is a targeted investment programme in rural areas. CLÁR complements both the RAPID programme for disadvantaged urban areas and RAPID 11, the programme for provincial towns. They were introduced on foot of commitments in the Programme for Prosperity and Fairness for a targeted investment programme in both urban and rural disadvantaged areas.

CLÁR provides funding and co-funding to Government Departments, State Agencies and Local Authorities in accelerating investment in selected priority developments. These investments support physical, economic and social infrastructure across a variety of measures. The measures introduced under the programme reflect the priorities identified by the communities in the selected areas whom the Minister consulted at the outset.

### **The Voluntary and Community Supports (VCS)**

section of the Department also administers the following Programmes and Schemes:

### **Programme of Grants for Locally-Based Community and Voluntary Organisations**

This programme offers three schemes of once-off grants to local voluntary and community groups. The Scheme of Refurbishment Grants provides funding for the refurbishment of existing premises used by such groups. This is complimented by the Scheme of Equipment Grants, which funds the purchase of equipment such as office, kitchen and I.T. equipment for qualifying groups.

### **The Scheme of Education, Training and Research Grants**

is aimed at enhancing the capacity of local communities. Applications for grants under the Programme are invited once per year, with advertisements placed in national and local newspapers.

The Programme of Grants for Locally-Based Community and Voluntary Organisations for 2006 has now closed for the Scheme Equipment and Education, Training and Research Grants.

There is no closing date for the Scheme of Refurbishment, applications can be submitted at anytime although groups are encouraged to submit applications as soon as possible as funding is limited.

Application forms for Refurbishment grants and full details of the programme guidelines can be accessed by clicking on the following link [www.pobal.ie](http://www.pobal.ie) or by contacting the Dept of Community Rural and Gaeltacht Affairs on: 071 91867599.

### **Community Service Programme (CSP) Overview**

The Community Services Programme supports voluntary and community groups to provide essential services and businesses to their communities which will :-

- Alleviate disadvantage in those communities;
- Promote social and economic development within the communities;
- Provide employment for those most distant from the labour market;
- Promote the sustainable and inclusive development of the communities;
- Strengthen local ownership through participation in decision-making.

This is the successor programme to the Social Economy Programme previously managed by FAS. A primary concern to Pobal and to the sponsoring department, the Department of Community, Rural and Gaeltacht Affairs is to ensure continuity and minimize disruption to the 270 existing projects established under the Social Economy Programme while they are assimilated into this new programme.

### CSP New Projects

The Community Services Programme is not currently accepting new applications. Please check Pobal website: [www.pobal.ie](http://www.pobal.ie) for updates.

### Community Support for Older People

The purpose of the Scheme is to encourage and assist the community's support for older people by means of a community-based grant scheme to improve the security of its older members. The Scheme is administered by local community and voluntary groups with the support of the Department of Community, Rural and Gaeltacht Affairs. The Scheme is advertised annually in the national and local newspapers and applications are accepted throughout the year.

## Fingal County Council - Community, Culture and Sports Division

### COMMUNITY DEVELOPMENT UNIT

The Community Development Unit (CDU) of Fingal's Community, Culture & Sports Division was established in Autumn 2005. This Unit emerged from the former Social Inclusion Team and continues on that team's work in an inclusive Community Development context.

#### *The Unit was set up to*

- (a) support those delivering local services,
- (b) support local participation in community and decision-making forums, and
- (c) encourage overall contribution to social, sports and cultural life.

#### *The main objectives of the Community Development Unit is to*

- 1. Promote an awareness of social inclusion and community development principles in association with existing agencies and services

- 2. Support initiatives and programmes designed to break the cycle of poverty and disadvantage.
- 3. Identify new and innovative opportunities in tackling social exclusion.
- 4. Challenge actions and attitudes that contribute to social exclusion.
- 5. Promote an integrated partnership approach with all stakeholders in addressing issues created by social exclusion.

#### *To achieve this, the Unit*

- 1. Assists communities to develop their ideas, set targets and achieve them.
- 2. Supports the setting-up and developing of community groups and tenants associations.
- 3. Provides information, group training and educational sessions.
- 4. Services related festivals and special projects i.e. Fingal Women's Festival, Good Morning Blanchardstown, Blanchardstown International group and Estate Management Projects.
- 5. Provides funding support for Community Groups.

The Community Development unit works with groups excluded from participating in social / economic / cultural development due to inadequate income, resources and opportunities especially ethnic minorities, the homeless, women, senior citizens, disability groups and children at risk of poverty.

The Community Development Unit will strive to ensure that every individual living in Fingal feels that they are able to participate as a valued, respected and equal member of their community regardless of age, race, religion or background.

Team Members: Sinead Wiley, Ann Mulligan, Rafe Costigan, Louise Edmonds and Mairead Lambert.

### CAPITAL PROJECTS UNIT

Established in 2004, the Capital Projects Unit, works in partnership with various multi-disciplinary teams and the local community. It was established primarily with the aim of maximising community investment through levies funding, and other government funding initiatives.

The Unit seeks to develop an integrated approach on behalf of the Council in a manner that will address a diverse range of needs and safeguard the future sustainability of quality facilities. This integrated



approach is taken in partnership with relevant players through the provision of need analysis, policy planning and service delivery.

- The Capital Projects Unit's guiding principles.
- Identify needs at a local level to affect positive change.
- Promote the value of equity and participation amongst local communities.
- Enrich the quality of life for those experiencing social disadvantage.
- Provide High Quality Facilities.

The Unit's current brief is to provide support to projects that involve new builds or substantial renovations.

*For further information on this unit phone 01-8905101*

### **FACILITIES MANAGEMENT UNIT**

The Facilities Management Unit was established in July 2005 as part of the Community, Culture & Sports Division. The aim of this Unit is to provide support to Management Committees of Community Facilities in Fingal in order to manage their facility effectively and sustainably. Facilities Management Assistance includes the provision of:

- Information and Consultancy to promote and develop methods of good practice in the running of Community Facilities.
- Needs based training in order to enhance the skills of the Management Committee and increase their capacity to run their facility.
- Management Assistance Funding to assist Management Committees with the running costs of community facilities.

It is envisaged that as a result of the support provided by this unit to Management Committees, community facilities in Fingal will be able to:

- adopt a more coordinated approach in the provision of services in their community.
- operate their facility in a more cost-effective and sustainable way.

### **What funding is available?**

A Facilities Management Assistance Funding scheme for Community Facilities was established to assist Management Committees with running costs of community facilities including light, heat, insurance, etc. In order for facilities to be eligible for this funding management committees must meet a number of criteria set out by this unit. For more information, see our Information Sheet on the Facilities Management Assistance Funding Scheme.

*For further information on Facilities Management Assistance Funding phone Fingal County Council at 01 8905026 or 01 8905567*

### **Carmichael Centre**

The Carmichael Centre provides a bi-annual training programme targeting the unique needs of all those working within the community & voluntary sector, in both a volunteer and paid capacity. The Carmichael Centre aims to develop the strength of the sector by enhancing present successful work with current management practice to ensure the sustainable progress of organizations into the long term.

The range of courses offered include:

- ▲ Leadership & Governance - Board Roles & Responsibilities, Effective Board Meeting, etc.
- ▲ Human Resource Management - Staff support & supervision etc.,
- ▲ Planning - Developing policies and procedures etc.,
- ▲ Fundraising - Making funding proposals, Fundraising events etc.,
- ▲ Financial Management - Finance for non-financial people.
- ▲ Administration - Office systems, Annual Report writing.
- ▲ Interpersonal Skills - Conflict resolution.
- ▲ Training Development - Design and delivery.

*If you would like further information about the courses run by the Carmichael Centre phone 01 - 8735282 / 8735285 or email: [tssinfo@carmichaelcentre.ie](mailto:tssinfo@carmichaelcentre.ie)*

## Recommended Reading

### ***A Guide to Good Employment Practice in the Community and Voluntary Sector***

This guide is one of a series of publications aimed at providing good quality information and practical assistance on aspects of organisational management and development. It looks at the issues and responsibilities involved for voluntary and community organisations employing staff. Copies of this publication can be purchased from the Combat Poverty Agency @ 01 6706746

### ***Childcare Management Committee Guidelines - Dublin City Childcare Committee***

Dublin City Childcare Committee identified the need for management committees of childcare facilities to have access to guidelines that will assist them in fulfilling their roles and responsibilities as managers and employers as well as providers of quality childcare services.

These are very useful guidelines which look at voluntary / community committees from the setting up stage - Committee Representation - Who? Elections - How? Setting Goals - Why? to matters such as the development of Policies and procedures, Mission statement, Aims and objectives, H.R. & staff recruitment. To obtain this publication contact Dublin City Childcare Committee @ 01 2223073 or download from website: [www.dublin.ie](http://www.dublin.ie)

### ***Handbook for Committees - IPPA Publication***

This book gives information on the Roles of Committee Members, Committee Procedures and Committee Responsibilities and Recruitment / Employment Procedures.

### ***Guidelines on Policies for Childcare Services - IPPA Publication***

A set of guidelines for childcare services in order to enhance and raise the standard of care provision. These policy guidelines will assist the owners, managers, staff and parents of childcare services to develop better systems and practice and formulate their own policies.

### ***Committee Support Pack - IPPA Publication***

Handbook for Committees / Accounts book and Accident / Incident Book

### ***Playgroups in the Community - IPPA Publication***

Getting Started - this booklet gives a step-by-step guide to setting up a community/committee-run childcare service and offers advice on the legalities of being an employer and includes a sample Constitution for Charitable status.

The four publications above are available from IPPA @ 01 4630010 or [www.ippa.ie](http://www.ippa.ie)

## Useful Websites

**The Wheel** - Connecting, supporting and leading Community and Voluntary activity.

Website: [www.wheel.ie](http://www.wheel.ie)

**Oasis** - eGovernment website providing information on public service information on government services in Ireland

Website: [www.oasis.gov.ie](http://www.oasis.gov.ie)

Fingal County Council Website: [www.fingalcoco.ie](http://www.fingalcoco.ie)





## SECTION 7

# Human Resources

- Job Description
- Interviewing
- Recruitment
- Contract of Employment





# Human Resources

7

*It is important when employing staff that you give careful thought to each of the positions/jobs required for the day to day running of your service and the nature of the person for the job. There are certain legal requirements that you must comply with in recruiting and employing staff and there are also good practice policies and practice procedures that providers can also adopt.*

Selection of employees must be purely on the basis of suitability for the advertised post using the following steps as a guideline:

1. **Job Description** - The duties and responsibilities for each job
2. **Person Specification** - The qualities, experience, and qualifications that you are looking for
3. **Salary** - Salary should be related to the level of responsibility and linked with a relevant salary scale.
4. **Advertising** - Local newsletters, newspapers, notice boards, websites etc., the ad should state the job title, location, closing date and that further details can be obtained from your office
5. **Shortlist** - After closing date review all applications. Short list those for interview after eliminating those least suitable for the job.
6. **Interview** - Draw up an interview assessment form of relevant questions. Set up the interview panel with no more than 3 people. Invite candidates for interview.

7. **Offer of Employment** - When a suitable candidate is selected, written to with an offer of employment and a Contract of Employment.

## Useful Interviewing Hints

- Agree a points score per question 0 (below average) - 5 (above average)
- Agree the order of which interviewer asks what questions
- Ensure that all candidates are asked the same questions in the same order
- Each interviewer should discreetly and independently score each question during the interview
- Have a copy of the Job Description on the table in front of the interviewee
- After the final interview each candidates scores should be totalled
- Interview Panel should agree on the candidate most suitable for the job
- In the event of a draw or a consensus a second interview could be called
- The second interview could comprise of a presentation
- The presentation content should be advised to candidates

**Recruitment Policies and Procedures** will include the following:

- Job descriptions including qualifications
- Salary Range & Scale
- Advertising procedure
- Short listing procedure
- Interview procedure including questions
- Second interview procedure
- Maintaining Records
- Sample contracts of employment
- Staff Training Policy
- Evaluation/Performance Review Policy & Procedures



## Contract of Employment

*It is good practice to provide a written contract of employment that will include all or some of the following terms and conditions:*

1. Name and Address of Employer
2. Name and Address of Employee
3. Job Title
4. Job Description
5. Date of Commencement of Employment
6. Duration of Employment i.e. if there is a set / contractual period
7. Place of Employment
8. Probationary period and conditions
9. Rate of Pay/Salary
10. Salary Scale
11. Pension
12. Expenses
13. Method of Payment
14. Hours of work
15. Annual Leave / Holidays
16. Sick Leave
17. Study Leave
18. Confidentiality
19. Performance Review
20. Termination of Employment
21. Disciplinary and Grievance Policy & Procedures

It is also good practice to produce a Staff Handbook that covers each of the above subjects and this handbook should be reviewed on a regular basis.

- ▲ Anti-discrimination (pay) Act 1974
- ▲ Juries Act 1976
- ▲ Protection of Employment Act 1977
- ▲ Pensions Act 1990
- ▲ Industrial Relations Act, 1946 & 1990
- ▲ Protection of Employees (Employer's Insolvency) Acts, 1984-1991
- ▲ Workers Protection (regular Part-time employment) Act, 1991
- ▲ Minimum Notice and Terms of Employment Act 1973-1991
- ▲ Worker Participation (State Enterprises) Acts, 1977-1993
- ▲ Unfair Dismissal Act 1977-1993
- ▲ Protection of Young Persons (Employment) Act, 1996
- ▲ Organisation of Working time Act 1997 Section III

- ▲ Statutory Calculation of Annual Leave Entitlements
- ▲ Pro Rata Entitlement
- ▲ Public Holidays
- ▲ Payment for Public Holidays
- ▲ Absences from Work
- ▲ Organisation of Working Time Act 1997 (rest periods)
- ▲ Parental Leave Act 1998
- ▲ Force Majeure Leave
- ▲ Employment Equality Act 1998
- ▲ The National Minimum Wage Act 2000
- ▲ Payment of Wages Act 2000
- ▲ European Communities (Protection of Employment) Regulations 2000
- ▲ European Communities (Safeguarding of employees' rights on transfer on undertakings) Regulations 2000
- ▲ Terms of employment (Information) Act 1994 & 2001
- ▲ Carer's Leave Act 2001
- ▲ Protection of Employees (Part-Time Work) Act 2001
- ▲ Maternity Leave Act 1994 amended 8/2/01
- ▲ Adoptive Leave Act 1995 amended 8/2/01
- ▲ Redundancy Payments Acts 1967 & 2001
- ▲ Public Health (Tobacco) (Amendment) Act, 2004 (Commencement) Order, 2004

## Recommended Reading

- *Legislation Handbook for Childcare Providers* - NCRC/Barnardos
- *Staff Development Handbook for Childcare Providers* - NCRC/Barnardos
- *Childcare Management Committee Guidelines* - Dublin City Childcare Committee
- *A Guide to Good Employment Practice in the Community and Voluntary Sector* - Combat Poverty Agency
- *Committee Support Pack* - IPPA
- *Handbook for Committees* - IPPA
- *New Service Start Up Pack* - IPPA
- *A Guide to Good Employment Practice in Community & Voluntary Sector* - Combat Poverty Agency
- *Supporting Quality - Guidelines for Best Practice in Early Childhood Services* - Barnardos

## SECTION 8

# National Framework of Qualifications







# National Framework of Qualifications 8

*Since 2001 a lot has been happening in education and training. It is now recognised that learning doesn't have to end at a specific age and that people need and want to continue learning for life.*

To support this, a new national framework of qualifications has been developed and will be operational by 2006. The framework creates new and different opportunities for many including:

- people considering taking up education or training opportunities
- learners already in education or training
- teachers, tutors and trainers involved in delivering education or training
- organisations providing education and training like FÁS, Teagasc, Fáilte Ireland (Formerly CERT), VEC's Institutes of Technology, professional bodies, training companies, community and voluntary organisations and companies training their own employees
- employers who need clarity as to what different qualifications mean.

## WHY CHANGE?

Until 2001 there were different awarding bodies involved in certifying programmes of education and training. These include FÁS, NCVA, Teagasc, Fáilte Ireland, NCEA, the Institutes of Technology, DIT and the Universities. All of these bodies offered opportunities for learners to get qualifications - yet it wasn't always clear how one award or qualification related to another. This made it more difficult for learners to get access to a particular programme, or to transfer from one programme to another as their learning progressed. The National Framework of Qualifications will reduce barriers for learners.

## WHO'S LEADING THE WAY FORWARD?

The Qualifications (Education and Training) Act 1999 established three new bodies, namely National Qualification Authority of Ireland, FETAC and HETAC.

- The National Qualification Authority of Ireland (NQAI) is responsible for developing the National Framework of Qualifications.
- The Further Education & Training Awards Council (FETAC) is the awarding body for all further education and training in Ireland
- The Higher Education & Training Awards Council (HETAC) makes awards for learning in a range of higher education and training Institutions, including the Institutes of Technology

*There are a number of other awarding bodies which make awards within the new framework:*

- The Dublin Institute of Technology (DIT) and the Universities which provide programmes and are awarding bodies in their own right
- The State Examinations Commission (Department of Education & Science) awards the Junior Certificate and Leaving Certificate

All of the awarding bodies mentioned above are included in the framework diagram in this section.

## THE NATIONAL FRAMEWORK OF QUALIFICATIONS

The outline framework comprises 10 levels and contains an initial set of 15 award types. Each level is based on specific standards of knowledge, skill and competence. The award types shown are known as major awards. In time there will also be minor, supplemental, and special purpose awards - all of which have yet to be developed. The Awarding Bodies are currently devising the structures for these award types.

As this happens, the range and type of awards available at each level will grow. So too will the routes through which learners can progress.

A key feature of the new awards is that they will be made on the basis of 'learning outcomes' i.e. what a learner knows and can do. This is achieved by assessing the learner's abilities in the chosen award and recognising the level and range of those abilities.

## WHO WILL BENEFIT FROM THE FRAMEWORK?

### *Learners who:*

- follow a course and get a nationally recognised qualification
- undergo training in their workplace and receive recognition
- achieve an award and use it to progress further

### *Providers of education and/or training courses who want:*

- all learners to have their achievement recognised nationally
- to offer quality assured courses leading to national awards
- to create opportunities for progression in education and training

### *Employers who want:*

- to understand and compare different types of qualifications
- to facilitate their staff in upskilling and improving their qualifications

## WHEN WILL THESE CHANGES HAPPEN?

The National Framework of Qualifications was launched in October 2003. The awards councils, FETAC and HETAC - as well as the other awarding bodies such as the DIT, Department of Education & Science and the Universities - all have their part to play in operating the framework. FETAC's Strategic Plan 2003- 2006 outlines the milestones and dates for FETAC to fulfil its functions.

In the meantime learners want recognition for their achievements, and education and training providers need to satisfy the demand from learners for that recognition. In the further education and training sector this means that FETAC is operating several parallel processes until the full implementation of the framework. In this way people following FÁS, NCVA, Teagasc or Fáilte Ireland programmes are receiving FETAC awards for their learning. For example FÁS apprentices who complete their apprenticeship receive a FETAC National Craft Certificate (FÁS) whilst students in further education colleges receive a FETAC National Vocational Certificate (NCVA).

## THE LEVELS

As a guide, the learning outcomes related to each of the 10 levels can be summarised as:

**Level 1:** Ability to learn basic facts and repetitive skills as well as to sequence learning tasks

**Level 2:** Ability to learn new skills and knowledge in a supervised environment and to carry out routine work under direction, with basic literacy and numeracy

**Level 3:** Ability to perform relatively simple work related tasks. Confirming a minimum level of employability, while incorporating practical capabilities and understanding of theory

**Level 4:** Independent learning associated with what may be required for first time entry to many occupational sectors

**Level 5:** A broad range of understanding and/or skills which may lead to specific occupations; working independently while subject to general direction

**Level 6:** A comprehensive range of understanding and/or skills which may be vocationally specific and/or of a general supervisory nature. Also includes detailed theoretical understanding

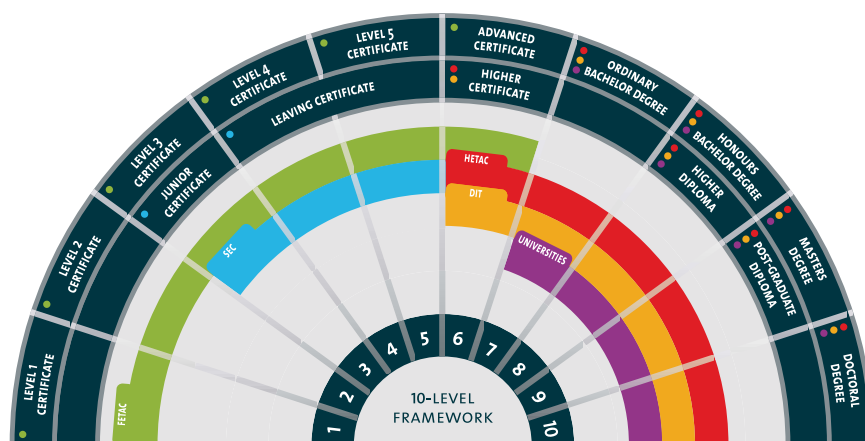
**Level 7:** Appropriate to the upper end of many technical occupations e.g. higher technicians as well as junior management

**Level 8:** Being at the forefront of a field of learning in terms of knowledge and understanding

**Level 9:** Demonstration of knowledge and understanding which is at the forefront of a field of learning

**Level 10:** Discovery and development of new knowledge and skills

## The National Framework of Qualifications



### KEY

- **FETAC - Further Education and Training Awards Council**
- **SEC - State Examinations Commission**  
(Department of Education and Science)
- **HETAC - Higher Education and Training Awards Council**
- **DIT - Dublin Institute of Technology**
- **Universities**

## QUALIFICATIONS FROM OTHER JURISDICTIONS

### 1. NRP (National Reference Point)

In every member state (UE and EEA), a National Reference Point (NRP) which gives access to information on the vocational education and training system has been established.

*The key functions of the NRP centre are as follows:*

- Act as a first point of contact when questions relating to vocational education and training qualifications, certificates and certificate supplements arise.
- Have direct access to relevant information or be in contact with the relevant national bodies which have the information
- Either be able to answer questions themselves or transfer them to the competent agency
- Be a national partner in a European network of reference centres with similar responsibilities.

The links to the National Reference Points for vocational qualifications in other countries are published on the Europass portal website, please see Europass - Section 5 below for further information.

### 2. The National Reference Points for Vocational Qualifications

In every country (European Union, European Economic Area and very soon in candidate countries), a National Reference Point gives access to information on vocational qualifications. All National Reference Points are part of a network.

The main functions for vocational qualifications are already referred to in Point 1 above.

### 3. I hold a foreign qualification which I wish to have recognised in Ireland

If you hold an international award, you may wish to have it recognised in Ireland in order to continue with your education in Ireland or to gain employment in the State.

The National Qualifications Authority of Ireland (NQAI) facilitates the process of the recognition of international awards in Ireland. In order to have your award evaluated, you must complete an application form and submit documentation relating to the award.

In order to submit your award for evaluation you should contact the NQAI (contact details below) or go to their website: [www.nqai.ie](http://www.nqai.ie) for full details of the recognition procedure.

#### 4. A guide to comparing qualifications in Ireland and the UK

The Irish awarding bodies and qualifications authorities and the UK awarding and qualifications regulatory bodies have undertaken an exercise to align/cross reference the qualifications frameworks in the UK and Ireland. The exercise was completed in June 2005 and the document, *“Qualifications can cross boundaries - a rough guide to comparing qualifications in the UK and Ireland”* was published. The leaflet is a ready reckoner for employers, learners and other interested parties, designed to enable broad comparisons to be drawn between qualifications and their levels in Ireland, Scotland, England, Wales and Northern Ireland. Check [www.qualificationsrecognition.ie](http://www.qualificationsrecognition.ie) for more information.

*In addition, some more detailed information about UK qualifications and their comparison to relevant Irish qualifications is available here:*

- General Certificate of Secondary Education (GCSE)
- General Certificate of Education (GCE) A Level/General Certificate of Education (GCE) AS Level
- Higher National Diploma (HND) / Higher National Certificate (HNC) /Foundation Degree

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#### 5. Europass

This is a new initiative which aims to help people make their skills and qualifications clearly and easily understood in Europe, thus facilitating the mobility of both learners and workers. The Europass documents have been designed in such a way as to help people chronicle their skills and competences in a coherent manner, whether they are planning to enrol in an education or training programme, looking for a job, or getting experience abroad.

**Europass consists of a portfolio of five documents as follows:**

Two documents which *individuals* can complete independently (1) Europass Curriculum Vitae (CV) and (2) Europass Language Passport.

Three documents which are completed by the *competent organisation on behalf of the individual* - (3) Europass Mobility, (4) Europass Certificate Supplement and (5) Europass Diploma Supplement.

The Irish National Europass Centre (NEC) is located within the National Qualifications Authority of Ireland. It is the national agency for Europass in Ireland and represents Ireland in the European network for Europass. There are a number of award recognition agreements in place between Ireland and the UK further details can be found on the NQAI website: [www.nqai.ie](http://www.nqai.ie)

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*For further information contact:*

Qualifications Recognition - Ireland, The National Qualifications Authority of Ireland,  
5th Floor Jervis House, Jervis Street, Dublin 1, Ireland. Tel: 01 - 8871500 • Email: [info@nqai.ie](mailto:info@nqai.ie)

## SECTION 9

# Career Path

- Jobs / Roles
- Suggested Qualifications







## Introduction

The charts on the following pages outline potential career opportunities within the childcare profession. The childcare profession refers to any of the job roles that are identified in this document. Outlined are different branches of the profession from working at practical level to the support and development of the sector.

Childcare, as defined by the Expert Working Group (1999) are services providing care and education, which are viewed as being complementary and inseparable. The term is used to describe day care facilities and services for pre-school children and school going children out of school hours. It includes services offering care, education and socialisation opportunities for children to the benefit of children, parents, employers and the wider community.

Thus services such Pre-school, Naoirai, Day Care Services, Creches, Playgroups, Childminding and Afterschool groups are included.

The Expert Working Group also agreed that the age group to be considered would be children aged 0-14 years inclusive. The use of the Child Care services in the wider health sector refers to the variety of services for children up to age 18 years in need of the care and the protection of the state.

**Before undertaking any childcare training make sure the college, school, organisation or institute you are hoping to study with offers a recognised qualification which is accredited by one of the following.**

Republic of Ireland Universities	Northern Ireland Universities
Higher Education Training Awards Council (HETAC)	NVQ
Further Education Training Awards Council (FETAC) FAS	CACHE

For example you could be studying for a Montessori Diploma with St Nicholas Montessori College. This is a three year full time course which is accredited by HETAC.

## The National Qualifications Authority Ireland

The National Qualifications Authority of Ireland was established in February 2001. The Authority itself has three principal objectives which are set out in the Qualifications (Education and Training) Act, 1999:

In effect the way that the Authority will undertake to meet these objectives is two-fold

- it will establish and maintain a framework of qualifications which will facilitate the development of procedures for access, transfer and progression throughout education and training
- it will work closely with the new awards Councils on their validation, award making and quality assurance processes.



## Regardless of where you are employed the service must comply with all relevant legislation

Name of Service	Types of Service	Job/Roles	Occupational Profile as identified by the Model Framework for the ECCE sector	Suggested Qualifications
PRIVATE SECTOR These are a business. They can cater for children of all ages. They are usually privately owned. The facilities can operate from the services providers home, rented accommodation, or be purpose built.	Montessori Schools Pre-school Playgroup Nainirai School Age Childcare Crèche Nursery Home Environment Drop in Centre Steiner School Kindergarten Freobel school Highscope service	Room Assistants Room Leader Team Leader Supervisor Manager Montessori Teacher Childminder	Basic Practitioner Basic Practitioner Intermediate Practitioner Experienced Practitioner Advanced Practitioner Advanced Practitioner Experienced Practitioner	Level 2 or Higher Level 2 or Higher Level 3 or Higher Level 3 or Higher Level 3 or Higher Level 3 or Higher + certificate in managerial skills Montessori 3 year Diploma or Higher Level 2 or Higher
COMMUNITY SECTOR These services are non profit and are set-up to provide childcare for all	As Above	As Above	As Above	As Above
HEALTH BOARD	Pre-Schools Community Childcare Residential Care Family Support Hospitals Refugees	Room Assistants Room Leader Team Leader Supervisor Manager Youth Project Worker Childcare Worker Residential Team Leader Nursery Nurse Residential Childcare Worker Play Specialist Play Therapist	Basic Practitioner Basic Practitioner Intermediate Practitioner Experienced Practitioner Advanced Practitioner Advanced Practitioner Experienced Practitioner Advanced Practitioner Experienced Practitioner Advanced Practitioner Advanced Practitioner	Level 2 or Higher Level 2 or Higher Level 3 or Higher Level 3 or Higher Level 3 or Higher Level 3 or Higher + certificate in managerial skills HETAC Diploma/Equivalent or Higher HETAC Diploma/Equivalent or Higher HETAC Diploma/Equivalent or Higher Level 3 or Higher HETAC Diploma/Equivalent or Higher HETAC Diploma/Equivalent or Higher + Play Specialist Course HETAC Diploma/Equivalent or Higher + Play Therapist
Government Departments Statutory & Regional Organisations	Traveller Pre-schools/playgroups Special Schools (Special Educational Needs) Early Start County/City Childcare Committees Primary & Secondary Schools Funded Projects Third level institutes & further education/training organisations Homework Clubs Breakfast Clubs	Room Assistants Room Leader Team Leader Supervisor Manager Classroom Assistant Special Needs Assistant Support & Development Workers Coordinators Childminding Advisory Workers Tutors/Lecturers Project Worker CEO Quality Officers Training Officers	Basic Practitioner Basic Practitioner Intermediate Practitioner Experienced Practitioner Advanced Practitioner Basic Practitioner Basic Practitioner Advanced Practitioner Advanced Practitioner Advanced Practitioner Expert Practitioners Advanced or Expert Practitioner Advanced or Expert Practitioner Advanced Practitioner Advanced Practitioner	Level 2 or Higher Level 2 or Higher Level 3 or Higher Level 3 or Higher Level 3 or Higher Level 3 or Higher + Management Qualification Level 2 or Higher Degree or Higher Degree or Higher Degree or Higher Degree or Higher Masters Degree or Higher Degree or higher + Management Qualification Degree or Higher Degree or Higher + Teaching Qualification

Name of Service	Types of Service	Job/Roles	Occupational Profile as identified by the Model Framework for the ECCE sector	Suggested Qualifications
National Voluntary Childcare Organisations	An Forbairt Naoinrai Teo Barnardos. IPPA the early childhood organisation Childminding Ireland National Children's Nurseries Association Children In Hospital Irish Society for Prevention of Cruelty to Children (ISPCC) St Nicholas Montessori Society of Ireland. Irish Steiner Waldorf Early Education Association	Support & Development Workers Quality Officers Training Officers Advisory Officer Room Assistants Room Leader Team Leader Supervisor Manager	Advanced Practitioner Advanced Practitioner Advanced Practitioner Advanced Practitioner Advanced Practitioner Basic Practitioner Intermediate Practitioner Experienced Practitioner Experienced or Advanced Practitioner	Degree or Higher + Teaching Qualification Degree or Higher Degree or Higher Degree or Higher + Teaching Qualification Degree or Higher Level 2 or Higher Level 2 or Higher Level 3 or Higher Level 3 or Higher Level 3 or Higher + Management Qualifications
Consultant	County/City Childcare Committee NVCO Funded Projects Teaching Health Service Executive	Information Research Facilitation Strategic Planning National Advisor Early Years Specialist	Expert Practitioner Expert Practitioner Expert Practitioner Expert Practitioner Expert Practitioner	Masters or Higher Masters or Higher Masters or Higher Masters or Higher Degree of Higher





## SECTION 10

# FCCC Publications





# FCCC Publications

10

Over the years FCCC has produced a series of publications that can be used to advise and support childcare providers, parents, students, colleges, training agencies etc.,

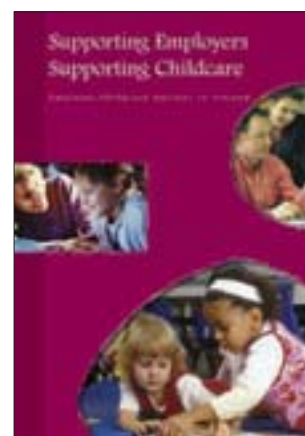
These publications cover a very broad range of topics from Multi-lingual packs, Childminders Manual to Analysis of Parents Needs.

These publications can be a very useful tool if you are interested in extending and an existing childcare service, opening a new facility or if you wish to carry out research into childcare supply and demand in Fingal.

## Supporting Employers Supporting Childcare

In an effort to encourage a better work-life balance, the 4 Dublin Childcare Committees\* collaborated in producing this publication to create an environment in which employers play a greater role in supporting their employees' childcare needs. The publication gives details on a wide range of measures being taken by employers in Ireland and abroad to support parents in meeting their childcare and work responsibilities.

*(\*Fingal, Dublin City, Dun Laoghaire Rathdown & South Dublin)*



## 2006 - 2007 Guide to Training Courses & Workshops

This Guide lists a broad range of training courses and workshops, in Fingal and surrounding areas. It is used by the childcare sector, parents, students, schools and colleges to support and advise them on accessing training and workshops in locations that fit in with the personal circumstances i.e. home or work place.



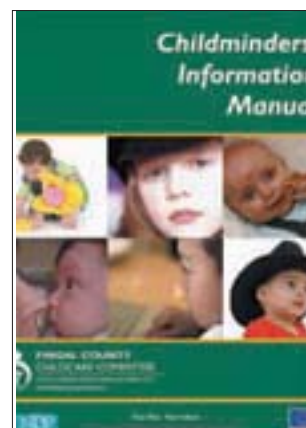
## Multi-Lingual Childcare Information Packs

This pack of 9 booklets is designed to assist parents for whom English is not their first language to communicate with childcare providers with more ease on essential matters such as health, allergies and emergency contact details for their child. It has been produced in Arabic, French, Espanol, Gaelic, Igbo, Lingala, Romana, Russian and Yoruba, along with the English translation.



## Childminders' Information Manual

This compact and useful Manual has been designed specifically for Childminders. It clarifies a range of questions raised by childminders and will assist and inform home-based childminders and includes sections on Play, Planning Activities, Behaviour Management, Food and Nutrition, Child Protection, Safety in the home, Insurance Grants, Finance, Tax and the Law.



## Developing School Age Childcare - Q & A Information Leaflet

This leaflet answers many of the queries we have received on School Age Childcare, for example:

*Q. What is School Age Childcare?*

*Q. Who is eligible for School Age Childcare Funding?*



## **"Opening Doors"**

This research report commissioned by FCCC addresses barriers of accessing Childcare for lone parents, parents of children with special needs, travellers and asylum seekers & refugees.



## **Census & Assessment of Childcare Facilities & Services in Fingal County.**

The Census & Assessment of Childcare Facilities and Services in Fingal County was collected up to September 2004. It identifies progress made up to then and highlights future needs as a result of the high population growth which we anticipate for the future. The need for available, accessible and affordable childcare was identified as a key priority by the FCCC so as to ensure there is a sufficient supply of childcare places to meet demand. The Census also identifies the need to promote and encourage high quality childcare services to support children's needs through appropriate structures, supports and training.

A hard copy of the full report is available from FCCC Office.  
Phone: 01-807 7660







## SECTION 11

- Useful Contacts
- Appendices
- Bibliography
- Checklist





# Useful Contacts

## AHDD Family Support Group

(Attention & Hyperactivity Deficiency Disorders)  
Carmichael Centre, North Brunswick Street, Dublin 7.

Tel: 01-8748349

## Area Development Management Ltd

see POBAL

Tel: 01-2400700

## ASPIRE

Asperger Syndrome Association of Ireland

Tel: 01-8780027

## Autism Ireland

Irish Society for Autism  
16/17 Lower O'Connell Street, Dublin 1.

Tel: 01-8744684

## Barnardos

Christchurch Square, Dublin 8.

Tel: 01-4530355  
Website: [www.barnardos.ie](http://www.barnardos.ie)

## Blanchardstown Area Partnership

Dillon House,  
106 Coolmine Industrial Estate,  
Coolmine, Dublin 15.

Tel: 01-8209550  
Fax: 01-8209551  
Email [info@bap.ie](mailto:info@bap.ie)  
Website: [www.bap.ie](http://www.bap.ie)

## Blanchardstown Institute of Technology

see Institute of Technology

## CAINT

for families of children with speech and language difficulties  
10 Bayview, Killiney Hill Road, Killiney, Co. Dublin

Tel: 01-2823584  
Mob: 087 217471

## Cairde (Aids)

19 Belvedere Place, Dublin 1

Tel: 01-8552111  
Email: [info@cairde.ie](mailto:info@cairde.ie)  
Website: [www.cairde.org](http://www.cairde.org)

## Central Remedial Clinic - C.R.C.

Penny Ansley Building  
Vernon Avenue, Clontarf, Dublin 3

Tel: 01-8057400

## Centre for Early Childhood Development & Education

(CECDE)  
St. Patrick's College, Drumcondra, Dublin 9

Tel: 01- 8842000  
Fax: 01-8842111



**Enable Ireland**

The National Association for Cerebral Palsy Ireland  
Sandymount Avenue, Dublin 4

Tel: 01-2695355

**Cherish** - see One Family

**Childcare Directorate** - see Office of the Minister for Children

**Childcare Inclusion Programme**

DESSA, Fumbally Court, Fumbally Lane  
Dublin 8

Tel: 01-4536864  
Fax: 01 - 4536861  
Email: cip@dessa.ie

**Childminding Ireland**

Family Home Based Childcare  
Wicklow Enterprise Park, The Murrough, Wicklow  
Email: childm@indigo.ie

Tel: 0404-64007  
Email: childm@indigo.ie  
Web: [www.childminding-irl.com](http://www.childminding-irl.com)

**Children at Risk in Ireland Foundation-CARI**

110 Lr. Drumcondra Road, Dublin 9.

Tel: 01-8308529  
Helpline: 1890 924567  
Email: info@cari.ie

**Children in Hospital Ireland**

Carmichael Centre, Coleraine House, Coleraine Street,  
Dublin 7.

Tel: 01-8780448  
Email: info@childreninhospital.ie  
Web: [www.childreninhospital.ie](http://www.childreninhospital.ie)

**Citizens Information Centre**

Unit 26, The Plaza, Main Street, Swords, Co. Dublin

Tel: 01-8406877

**City of Dublin Vocational Education Committee (CDVEC)**

Administrative Offices  
Town Hall, Ballsbridge, Dublin 4

Tel: 01-6680614/6684394

*The full list of VEC Colleges nationally can be obtained by phoning  
01-6680614/6684394 or alternatively consult the Eircom local phone directory.*

**VEC Schools, College & Youthreach Centres in Fingal and surrounding areas as follows:****Balbriggan Community College**

Pine Ridge, Balbriggan, Co. Dublin.

Tel: 01-8412388  
Email: shirran@tinet.ie

**Blanchardstown Youthreach Centre**

Main Street, Blanchardstown, Dublin 15

Tel: 01-8217007  
E: blanchardstown.youthreach@eircom.net

**Killester College of Further Education**

Collins Avenue, Dublin 5.

Tel: 01-8336990 / 8337686

**Liberties College**

Bull Alley Street, Dublin 8.

Tel: 01-4540044

**Margaret Alyward Community College**

Thatch Road, Dublin 9.

Tel: 01-8375712 / 8334201

**Marino College of Further Education**  
Marino Mart, Dublin 3.

**Plunkett College**  
Swords Road, Dublin 9.

**Riversdale**  
Corduff, Blanchardstown, Dublin 15.

**Rush Youthreach Centre**  
Convent Lane, Rush, Co. Dublin.

**St. Finians Community College**  
Castlefarm, Swords, Co. Dublin

**Skerries Community College**  
Skerries, Co. Dublin.

**Swords Youthreach Centre**  
North Main Street, Swords, Co. Dublin.

**Whitehall College of Further Education**  
Swords Road, Dublin 9.

**VEC - Adult Education Officers:**  
Blanchardstown - Gay Hogan

Fingal - Des Murtagh

Tel: 01-8332100 / 8334201

Tel: 01-8371689 / 8371680

Tel: 01-2801488  
Email: rdalecc@indigo.ie

Tel: 01-8439161  
Email: rushyouthreach@eircom.net

Tel: 01-8402623  
Email: stfinians.ias@eircom.net

Tel: 01-8490011  
Email: skerriescc@indigo.ie

Tel: 01-8408253  
Email: swordsy@iol.ie

Tel: 01-8376011/8376012

Tel: 01-8211518  
Email: baec@oceanfree.net

Tel: 01-8408946  
E: adulteducationswords@eircom.net

**College of Progressive Education, The**  
(formerly School of Practical Childcare)  
27-29 Carysfort Avenue, Blackrock, Co. Dublin.

Tel: 01-2886994  
Email: info@practicalchildcare.com  
Web: [www.practicalchildcare.com](http://www.practicalchildcare.com)

**Co-Operation Fingal North**  
Unit 14 The BEAT Centre, Stevenstown Industrial Estate  
Balbriggan, Co. Dublin.

Tel: 01-8020410  
Email: info@co-operationfingal.ie  
Web: [www.co-operationfingal.ie](http://www.co-operationfingal.ie)

**Cuidiu**  
Irish Childbirth Trust  
Carmichael House, North Brunswick Street, Dublin 7.

Tel: 01-8724501  
Website: [www.cuidiu-ict.ie](http://www.cuidiu-ict.ie)

**Cryptic Youth Service**  
64 Dublin Street, Balbriggan, Co. Dublin.

Tel: 01-8415135

**Disability Federation of Ireland**  
Fumbally Court, Fumbally Lane, Dublin 8.

Tel: 01-4547978  
Email: info@disabilityfederation.ie  
Website: [www/Ireland.iol.ie/~dfi](http://www/Ireland.iol.ie/~dfi)



**Down Syndrome Ireland**

30 Mary Street, Dublin 1

Tel: 1890 374374

**Drogheda ADD / ADHD Parents Support Group**

Drogheda Disability Resource Group  
Workspace Unit 7, Mayoralty Street, Drogheda  
Co. Louth.

Tel: 01-9846614

**Dublin Aids Alliance**

53 Parnell Square West, Dublin.

Tel: 01-8733799

**Dublin City Childcare Committee**

Block 3, Floor 3, Civic Offices  
Wood Quay, Dublin 8.

Tel: 01-6723073  
Fax: 01-6722162  
E-mail: [info@dublin.ie](mailto:info@dublin.ie)  
Website: [www.dublin.ie](http://www.dublin.ie)

**Dublin City University**

Dublin 9.

Tel: 01-7005000

**Dublin Institute of Technology - D.I.T.**

Central Administrative Office  
30 Upr. Pembroke Street, Dublin 2.

Tel: 01-4023000  
Website: [www.dit.ie](http://www.dit.ie)

**Dyslexia Association of Ireland**

1 Suffolk Street, Dublin 2.

Tel: 01-6790276

**Dyspraxia Association**

69A Main Street, Leixlip  
Co.Kildare.

Tel: 01- 2957125  
Email: [dyspraxiaireland@eircom.net](mailto:dyspraxiaireland@eircom.net)  
Web: [www.dyspraxiaireland.com](http://www.dyspraxiaireland.com)

**Equal Opportunities Childcare Programme**

see National Childcare Investment Programme

**FAS - Training & Employment Authority**

Head Office  
27/33 Upper Baggot Street, Dublin 2

Tel: 01-6070500  
Website: [www.fas.ie](http://www.fas.ie)

*The full list of FAS Offices & Training Centres nationally can be obtained  
by phoning 01-6680614/6684394 or alternatively consult the Eircom local  
phone directory*

**FAS Employment Services Offices****FAS Employment Services Office**

Enterprise House, 6 Bridge Street  
Balbriggan, Co. Dublin.

Tel: 01-8415141

**FAS Employment Services Office**

& Training Centre, Baldoyle Industrial Estate  
Baldoyle, Co. Dublin.

Tel: 01-8167400

**FAS Employment Services Office**  
Westend House, Snugboro Road Extension  
Blanchardstown, Dublin 15.

Tel: 01-8262629

**FAS Employment Services Office**  
34 Main Street, Swords, Co. Dublin.

Tel: 01-8405252

**Fingal Business Forum**  
Chamber Buildings  
North Street, Swords, Co. Dublin.

Tel: 01-8900977  
Email: [info@swordschamber.ie](mailto:info@swordschamber.ie)

**Fingal County Childcare Committee**  
ABCO KOVEX Building  
Swords Business Park, Swords, Co. Dublin.

Tel: 01-8077660  
Email: [info@fingalcountychildcare.ie](mailto:info@fingalcountychildcare.ie)  
Web: [www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie)

**Fingal County Council**  
P.O. Box 174  
County Hall, Main Street, Swords, Co. Dublin.

Tel: 01-8905000  
Email: [genpurp@fingalcoco.ie](mailto:genpurp@fingalcoco.ie)  
Website: [www.fingalcoco.ie](http://www.fingalcoco.ie)

**Fingal County Enterprise Board**  
23 Mainscourt, Swords, Co. Dublin.

Tel: 01-8900800  
Email: [info@fingalceb.ie](mailto:info@fingalceb.ie)  
Website: [www.fingalceb.ie](http://www.fingalceb.ie)

**Fingal Development Board**  
County Hall  
Swords, Co. Dublin.

Tel: 01-8905095  
Email: [fingdev@fdb.ie](mailto:fingdev@fdb.ie)

**Food Safety Authority of Ireland (HSAI)**  
Abbey Court  
Lower Abbey Street, Dublin 1.

Tel: 01-8171300  
Email: [info@sfa.ie](mailto:info@sfa.ie)  
Website: [www.fsai.ie](http://www.fsai.ie)

**Forbairt Naoinrai Teo**  
(formerly An Comhcoiste Reamhscoileachta)  
7 Merrion Square, Dublin 2.

Tel: 01-6398442  
Web: [www.forbairtnaoinrai@eircom.net](http://www.forbairtnaoinrai@eircom.net)

**Froebel College**  
Sion Hill, Blackrock, Co. Dublin.

Tel: 01-2888520

**Health & Safety Authority - HSA**  
The Metropolitan Building  
James Joyce Street, Dublin 1.

Tel: 1890 289389  
Email: [infotel@has.ie](mailto:infotel@has.ie)  
Website: [www.hsa.ie](http://www.hsa.ie)

**Health Service Executive** (formerly Health Board)  
Head Office  
Swords Business Campus, Balheary Road,  
Swords, Co. Dublin.

Tel: 01-8131800  
Email: [nahb@erha.ie](mailto:nahb@erha.ie)

*The geographic area covered is Dublin City north of the River Liffey  
and Fingal County*

*(Health Service Executive continued over)*

### **Health Service Executive:**

**Pre-School Services Officer HSE**  
Community Care Areas 6 & 7,  
Rathdown Road, Dublin 7.

Tel: 01- 8825000

**Pre-School Services Officer HSE**  
Community Care Area 8  
2 Church Road, Swords, Co. Dublin.

Tel: 01- 8825000

**Childminding Advisory Officer HSE**  
Community Care Areas 6 & 7,  
Rathdown Road, Dublin 7.

Tel: 01-8825174  
Mobile: 086 8059323  
Email: elizabeth.butler@nahb.ie

**Institute of Technology Blanchardstown**  
Blanchardstown Road North, Dublin 15.

Tel: 01-8851000  
Fax: 01-8851001

**Irish Epilepsy Association**  
Brainwave  
249 Crumlin Road, Dublin 12.

Tel: 01-4557500

**Irish Society for the Prevention of Cruelty to Children**  
20 Molesworth Street, Dublin 2.

Tel: 01-6794944  
Email: ispcc@ispcc.ie  
Website: [www.ispcc.ie](http://www.ispcc.ie)

**Irish Steiner Waldorf Early Childhood Association**  
Cappaduff, Mountshannon, Co. Clare.

Tel: 061-927944  
Website: [www.steinerireland.org](http://www.steinerireland.org)

**Irish Sudden Infant Death Association (Cot Death)**  
4 North Brunswick Street, Dublin 7.

Helpline: 1850 391391

**Irish Wheelchair Association**  
Aras Chuchulain  
Blackheath Drive, Clontarf, Dublin 3.

Tel: 01-8186400  
Email: info@iwa.ie  
Website: [www.iwa.ie](http://www.iwa.ie)

**Mater CAMHS (Child Adolescents Mental Health Services)**  
Health Centre  
Bridge Street, Swords, Co. Dublin.

Tel: 01-8138260

**Montessori College A.M.I.**  
Mount St. Mary's  
Dundrum Road, Milltown, Dublin 14.

Tel: 01-2692499  
E-mail: info@montessoriami.ie  
Website: [www.montessori-ami.org](http://www.montessori-ami.org)

**Montessori Education Centre**  
41-43 Nth Gt Georges Street, Dublin 1.

Tel: 01-8780071  
Email: mec@iol.ie  
Web: [www.montessori-ed-ctr.com](http://www.montessori-ed-ctr.com)

**National Children's Office**

1st Floor , St. Martins House  
Waterloo Road, Dublin 4.

Tel: 01-2420000  
Email: [nco@health.gov.ie](mailto:nco@health.gov.ie)  
Website: [www.nco.ie](http://www.nco.ie)

**National Children's Nurseries Association**

Unit 12C, Bluebell Business Park,  
Old Naas Road, Dublin 12.

Tel: 01-4600138  
Email: [info@ncna.ie](mailto:info@ncna.ie)  
Website: [www.ncnc@net](http://www.ncnc@net)

**National Children's Resource Centre - NCRC**

Barnardos  
Christchurch Square, Dublin 8

Tel: 1850 222300  
Website: [www.barnardos.ie](http://www.barnardos.ie)

**National Council for the Blind**

Whitworth Road  
Drumcondra, Dublin 9.

Tel: 1850 334353  
Email: [info@ncbi.ie](mailto:info@ncbi.ie)  
Website: [www.ncbi.ie](http://www.ncbi.ie)

**National Disability Authority**

25 Clyde Road, Dublin 4

Tel: 01-6080400  
Email: [nda@nda.ie](mailto:nda@nda.ie)

**National Parents Council, The**

12 Marlborough Court, Dublin 1.

Tel: 01- 8874034

**National Qualifications Authority of Ireland, The**

5th Floor Jervis House, Jervis Street, Dublin 1.

Ireland Tel: 01-8871500  
Email: [info@nqai.ie](mailto:info@nqai.ie)

**Northern Area Health Board - see HSE****North Fingal ADD / ADHD Parents Support Group**

BEAT Centre  
Stevenstown Industrial Estate, Balbriggan, Co. Dublin.

Tel: 01-8020484

**Office of the Minister for Children (OMC)**

Department of Health & Children  
Hawkins House, Poolbeg Street, Dublin 2.

Tel: 01-635 4000  
Lo call : 1890 200311  
Email: [info@health.gov.ie](mailto:info@health.gov.ie)  
Website: [www.dohc.ie](http://www.dohc.ie)

**One Family (Cherish)**

The National Association of Single Parent Families  
2 Lower Pembroke Street, Dublin 2.

Tel: 01-6629212  
Lo-call: 1890 662212  
Email: [info@cherish.ie](mailto:info@cherish.ie)  
Website: [www.onefamily.ie](http://www.onefamily.ie)

**OPEN - Lone Parents Network**

7 Red Cow Lane, Smithfield,  
Dublin 7.

Tel: 01- 8320264  
E-mail: [enquiries@oneparent.ie](mailto:enquiries@oneparent.ie)

**POBAL** (formerly Area Development Management Ltd)

Holbrook House, Holles Street, Dublin 2.

Tel: 01- 2400700

**Portobello School of Childcare**

43 Dominick Street Lr, Dublin 1.

Tel: 01-8721277  
Website: [www.portobelloschool.ie](http://www.portobelloschool.ie)

**Rollercoaster Ireland** - Parents Website

Website: [www.rollercoaster.ie](http://www.rollercoaster.ie)

**St. Nicholas Montessori Society of Ireland**

Togal House

1-3 Callaghan's Lane, Dun Laoghaire, Co. Dublin.

Tel: 01-2806064

Email: [snmci@snmci.net](mailto:snmci@snmci.net)

**School of Practical Childcare**

-now The College of Progressive Education

see College of Progressive Education, The

**Spina Bifida & Hydrocephalus** - Irish Association for  
Old Nangor Road, Clondalkin, Dublin 22.

Tel: 01-4572329

**The University of Dublin Trinity College** - TCD  
Dublin 2.

Tel: 01-6081721

(Careers Advisory Service)

**University College Dublin** - UCD  
Belfield, Dublin 4.

Tel: 01-7167777

Email: [info@ucd.ie](mailto:info@ucd.ie)

Website: [www.ucd.ie](http://www.ucd.ie)

# Appendices

1. Expression of Interest Guidelines
2. Expression of Interest Form - Community / Not for Profit Sector
3. Expression of Interest Form - Private Sector
4. Project Proposal Form - Community / Not for Profit Sector
5. Project Proposal Form - Private Sector
6. Projected Income & Expenditure Form
7. Annual Budget - Example
8. NCIP Capital Work Plan
9. NCIP Check List - Private Sector
10. NCIP Check List - Community /Not for Profit Sector

*Forms 1 - 4 can also be downloaded under FUNDING from FCCC website: [www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie)*



# **National Childcare Investment Programme (NCIP) 2006-2010**

## **Guide to Expression of Interest Forms**

*The following guide is to help you complete an Expression of Interest form for a capital grant under the National Childcare Investment Programme. If you have any further queries regarding the form, you should contact FINGAL COUNTY CHILDCARE COMMITTEE (CCC).*

### **1. What happens after I complete this form?**

When you have completed the Expression of Interest form, you should forward it to your local CCC. You will be contacted in due course by the CCC, who will help you develop your Project Proposal in a way that is consistent with the Programme and the local needs that have been identified in your area and county, and guide you to ensure that your proposal represents value for money.

When this stage has been completed, your Project Proposal will be submitted by the CCC to Pobal who manage the day-to-day operations of the Programme for the Office of the Minister for Children (OMC). Your proposal will be reviewed by Pobal and submitted to the OMC for decision.

Following the decision, which is notified to you by the OMC, Pobal will deal with the following aspects of delivery of your grant in liaison with the CCC:

- Implementation plan to achieve the project within budget and in line with Programme criteria
- Offer of contract
- Financial transfer
- Monitoring of performance and expenditure
- Training and support

If you are unsatisfied with the OMC decision, you may apply to the OMC for a review within one calendar month of the decision letter.

### **2. I live in one county but the facility will be based in another. Which is my CCC for the purposes of this application?**

All your dealings should be with the CCC with responsibility for the City/County in which your facility will be located. This is irrespective of where you live or currently work.

### **3. What is a DED?**

Your CCC will complete this part of the form. A DED is an electoral district and provides a useful mechanism for identifying and collating data at local level.

### **4. When it comes to the number of places provided, what is meant by Sessional, Part-Time, and Full-Time places?**

- Sessional: You should count a place as sessional if it is available for 3.5 hours per day or less.
- Part-time: You should count a place as part-time

if it is available continuously for between 3.5 hours and 5 hours per day

- Full-time: You should count a place as full-time if it is available continuously for more than 5 hours per day.

### **5. What is meant by "Pre-school (3-4 yr old) education"?**

A service for Pre-School children in the age range of 3-4 years is one that has a focus on early childhood care and education and which assists children with transition to formal schooling.

### **6. Will I need to notify my service to the HSE?**

Under the Pre-school regulations, all childcare facilities - other than those exclusively operating as School Age Childcare (i.e. before and after school hours for school going children) - are required to notify to the HSE, as are home based Childminders who mind more than 3 children from different families.

### **7. What is the maximum grant for a childcare facility that I can apply for under the Programme, as a private sector childcare provider?**

Private sector applicants may apply for grant assistance of up to €100,000 towards the capital cost of developing a childcare facility, in a catchment area where there is a demonstrated childcare need. An applicant may apply for more than one grant, provided the subsequent childcare facilities are in different catchment areas and subject to an overall ceiling of €500,000. In each case, an applicant must provide at least 25% of total funding required for the project.

### **8. I have previously received a grant under Equal Opportunities Childcare Programme as a private sector provider of €50,790. What is the maximum amount of grant aid I can receive under the National Childcare Investment Programme?**

Grant aid already received and accounted for correctly under earlier childcare programmes will not affect your ability to apply for funding under the National Childcare Investment Programme. Grant approval will be subject to your project meeting Programme criteria.

## Expression of Interest Form - Capital Funding - Community Sector

NATIONAL CHILDCARE INVESTMENT PROGRAMME 2006 - 2010

For use by CCC only	Ref: CCX-	Notes:
DED (Facility only)	Date Logged:	

### Section 1: Applicant Details

Contact Name			
Contact Address			
Facility Name			
Facility Address			
Contact No.		Fax No.	
Email			
Submitted to FINGAL COUNTY CHILDCARE COMMITTEE			

### Section 2: Project Impact of Project

(NB: When filling in these details, please refer to the Guidance Notes provided for the definitions of the type of places provided.)

	Currently Provided (if applicable)			Provided		
	Sessional	Part-time	Full-time	Sessional	Part-time	Full-time
Number of places per day						
Number of days per week						
Number of weeks per year						
Please tick the box if this includes either of the following types of service (More than one option may be ticked)	<input type="checkbox"/> Pre-school (3-4 yr old) education			<input type="checkbox"/> Pre-school (3-4 yr old) education		
	<input type="checkbox"/> School Age Childcare			<input type="checkbox"/> School Age Childcare		

Estimate the date of commencement of New Service

### Section 3: Funding

Note the type of Capital funding requested  
(More than one option may be ticked)

<input type="checkbox"/> Site costs	<input type="checkbox"/> Professional Fees	<input type="checkbox"/> Purchase costs of premises
<input type="checkbox"/> Construction/renovation costs	<input type="checkbox"/> Fixtures and Fittings	<input type="checkbox"/> Equipment Costs

Estimate the amount of Capital funding requested\*

€

\* Please Note: maximum available = €1,000,000

Signed: \_\_\_\_\_

Position in Group: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Expression of Interest Form - Capital Funding - Private Sector

NATIONAL CHILDCARE INVESTMENT PROGRAMME 2006 - 2010

For use by CCC only	Ref: CSX-	Notes:
DED (Facility only)	Date Logged:	

### Section 1: Applicant Details

Contact Name   
 Contact Address   
 Facility Name   
 Facility Address   
 Contact No.  Fax No.   
 Email   
 Submitted to **FINGAL COUNTY CHILDCARE COMMITTEE**

### Section 2: Project Impact of Project

(NB: When filling in these details, please refer to the Guidance Notes provided for the definitions of the type of places provided.)

	Currently Provided (if applicable)			Provided		
	Sessional	Part-time	Full-time	Sessional	Part-time	Full-time
Number of places per day						
Number of days per week						
Number of weeks per year						
Please tick the box if this includes either of the following types of service (More than one option may be ticked)	<input type="checkbox"/> Pre-school (3-4 yr old) education <input type="checkbox"/> School Age Childcare			<input type="checkbox"/> Pre-school (3-4 yr old) education <input type="checkbox"/> School Age Childcare		

Estimate the date of commencement of New Service

### Section 3: Funding

Note the type of Capital funding requested  
(More than one option may be ticked)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Site costs                    | <input type="checkbox"/> Professional Fees     | <input type="checkbox"/> Purchase costs of premises |
| <input type="checkbox"/> Construction/renovation costs | <input type="checkbox"/> Fixtures and Fittings | <input type="checkbox"/> Equipment Costs            |

Estimate the amount of Capital funding requested\*

€

\* Maximum grant available = €100,000 per childcare facility. Please note: Minimum private contribution of 25% will be required

Signed: \_\_\_\_\_

Position in Group: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Project Proposal Framework - Capital Funding - Community Sector

NATIONAL CHILDCARE INVESTMENT PROGRAMME 2006 - 2010

### Contact Details of Applicant Group

#### Group Name

What is the name of your group?

#### Address of group

Phone:

Fax:

Email:

#### Childcare Facility Name (if different from above):

#### Address of Childcare Facility

Phone:

Fax:

Email:

#### Contact Details for all correspondence in connection with this application:

Contact Name:

Position or Job Title:

Address for correspondence (leave blank if address is same as group/childcare service address)

Phone:

Fax:

Email:

Has your group/childcare service previously been approved/received funding from the Equal Opportunities Childcare Programme or National Childcare Investment Programme?

Yes

☐

No

☐

If yes, please provide Applicant Identification Number & Grant Identification Number(s)

Please tell us if the proposed childcare facility will be located in an area of designated disadvantage? Clar ☐ Rapid<sup>1</sup> ☐

<sup>1</sup>If the project is in a RAPID you must include a letter from your local Rapid Co-ordinator confirming that your childcare service is located in OR serves a RAPID area. If the project is in a Rapid area AND endorsed by the Area Implementation Team (AIT), written evidence of this must also be submitted.

## Project Proposal Framework - Capital Funding - Private Sector

NATIONAL CHILDCARE INVESTMENT PROGRAMME 2006 - 2010

### Contact Details of Applicant

Applicant Name

Address of group

Phone:

Fax:

Email:

Childcare Facility Name (if different from above):

Address of Childcare Facility

Phone:

Fax:

Email:

Contact Details for all correspondence in connection with this application:

Contact Name:

Position or Job Title:

Address for correspondence (leave blank if address is same as group/childcare service address)

Phone:

Fax:

Email:

Has your group/childcare service previously been approved/received funding from the Equal Opportunities Childcare Programme or National Childcare Investment Programme?

Yes ☐ No ☐

If yes, please provide Applicant Identification Number & Grant Identification Number(s)

Please tell us if the proposed childcare facility will be located in an area of designated disadvantage? Clar ☐ Rapid<sup>1</sup> ☐

<sup>1</sup>If the project is in a RAPID you must include a letter from your local Rapid Co-ordinator confirming that your childcare service is located in OR serves a RAPID area. If the project is in a Rapid area AND endorsed by the Area Implementation Team (AIT), written evidence of this must also be submitted.

## Projected Income and Expenditure Form

Income Running Costs Only (no capital related income included here)	Year 1	Year 2	Year 3
<b>Fees</b> <i>Please detail "x" children "y" per week/month/day "z" weeks/months/days</i>			
<b>Grants</b> (please list and note if committed or not )			
<b>EOCP Grant</b> (if applicable)			
<b>Fundraising</b>			
<b>Total Income (A)</b>			

Expenditure - Running Costs	Year 1	Year 2	Year 3
Salaries and related costs			
Rent and rates			
Insurance			
Consumables - food, cleaning products etc.			
General Overheads			
Other:			
<b>Total expenditure (B)</b>			

<b>Express Income + Express Expenditure (A) - (B)</b>			
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Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Annual Budget Year - EXAMPLE

### Honeybears Childcare Facility

Annual Budget	Jan (5)	Feb (4)	Mar (4)	Apr (4)	May (5)	Jun (4)	July (4)	Aug (5)	Sept (4)	Oct (5)	Nov (4)	Dec (4)	Total (52)
<b>SALARIES</b>													
<i>F/T Staff</i>													
CC Manager	3,000.00	2,400.00	2,400.00	2,400.00	3,000.00	2,400.00	2,400.00	3,000.00	2,400.00	3,000.00	2,400.00	2,400.00	31,200.00
CC Supervisors x 2	5,796.00	4,615.00	4,615.00	4,615.00	5,796.00	4,615.00	4,615.00	5,796.00	4,615.00	5,796.00	4,615.00	4,615.00	60,104.00
Cook	2,000.00	1,600.00	1,600.00	1,600.00	2,000.00	1,600.00	1,600.00	2,000.00	1,600.00	2,000.00	1,600.00	1,600.00	20,800.00
<i>P/T Staff</i>													
4 CC Workers	5,000.00	4,000.00	4,000.00	4,000.00	5,000.00	4,000.00	4,000.00	5,000.00	4,000.00	5,000.00	4,000.00	4,000.00	52,000.00
Bus Driver	2,000.00	1,600.00	1,600.00	1,600.00	2,000.00	1,600.00	1,600.00	2,000.00	1,600.00	2,000.00	1,600.00	1,600.00	20,800.00
Cleaner	2,000.00	1,600.00	1,600.00	1,600.00	2,000.00	1,600.00	1,600.00	2,000.00	1,600.00	2,000.00	1,600.00	1,600.00	20,800.00
Insurance	9,000.00	-	-	-	-	-	-	-	-	-	-	-	9,000.00
Bank Loan	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Rates	5,000.00	-	-	-	-	-	-	-	-	-	-	-	5,000.00
Telephone	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Food	-	-	-	-	-	-	-	-	-	-	-	-	-
Heat	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Light	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Cleaning	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Photocopier	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
Consumables	1,000.00	800.00	800.00	800.00	1,000.00	800.00	800.00	1,000.00	800.00	1,000.00	800.00	800.00	10,400.00
Arts & Crafts	1,000.00	250.00	250.00	1,000.00	250.00	250.00	250.00	250.00	1,000.00	250.00	250.00	250.00	6,000.00
Outings & Parties	-	750.00	-	750.00	-	750.00	-	750.00	750.00	750.00	-	750.00	4,500.00
Staff Dev & Training	2,000.00	-	-	2,000.00	-	-	2,000.00	-	2,000.00	2,000.00	-	-	8,000.00
Research & Evaluation	-	-	-	5,000.00	-	-	-	-	5,000.00	-	-	-	10,000.00
Audit Fees	1,000.00	-	-	-	-	-	-	-	-	-	-	-	1,000.00
<i>Monthly Sub-Total:</i>	<i>41,496.00</i>	<i>20,315.00</i>	<i>19,565.00</i>	<i>28,065.00</i>	<i>23,746.00</i>	<i>20,315.00</i>	<i>21,565.00</i>	<i>25,246.00</i>	<i>25,315.00</i>	<i>26,296.00</i>	<i>19,565.00</i>	<i>20,515.00</i>	<u><i>292,004.00</i></u>
<b>INCOME</b>													
Fees	25,000.00	24,000.00	24,000.00	24,000.00	25,000.00	24,000.00	24,000.00	25,000.00	24,000.00	25,000.00	24,000.00	24,000.00	292,000.00
Fundraising	1,000.00	-	-	1,000.00	-	-	1,000.00	-	-	1,000.00	-	-	4,000.00
<i>Monthly Sub-Total</i>	<i>26,000.00</i>	<i>24,000.00</i>	<i>24,000.00</i>	<i>25,000.00</i>	<i>25,000.00</i>	<i>24,000.00</i>	<i>25,000.00</i>	<i>25,000.00</i>	<i>24,000.00</i>	<i>26,000.00</i>	<i>24,000.00</i>	<i>24,000.00</i>	<u><i>296,000.00</i></u>
												<i>Excess Inc.</i>	<u><i>3,996.00</i></u>

## Proposed Capital Expenditure - CAPITAL WORK PLAN

Costings Budget	Total Cost incl VAT	Already Spent	Balance to Fund	Name Source of Funds <small>EG: Equal Opportunities Childcare Programme, own funds, Health Board, Other</small>
	€	€	€	
<b>Preliminary costs</b>				
**Costs for Planning Application				
**Fire certificate				
**Architect Design Costs				
**Other (please list) e.g.				
Planning Contributions				
<b>Construction costs</b>				
Architect Supervision Costs				
Building & Construction Costs				
Other (please list)				
Associated Building costs				
Plumbing				
Electrical work				
Driveway				
Heating				
<b>Child Care Specific Equipment</b>				
Books				
Child Care Equipment				
(Used directly by Children)				
Other Equipment				
Out Door Play Areas				
Toys				
Other ( Please list)				
<b>Fixtures and Fittings</b>				
Storage				
Kitchen and Fittings				
Sanitation Facilities				
Other ( Please list)				
<b>TOTAL COSTS</b>				

Notes: 1 Please ensure all costs are inclusive of VAT, 2 \*\* These costs should be met by own funds

*Please sign as agreement to above Work Plan:*

Approved by Name: \_\_\_\_\_

Title: Manager/Director \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Service/Project Name: \_\_\_\_\_

**Salaries being funded by NCIP only**

**Salaries being funded by NCIP only**

SAMPLE ONLY

Signed on behalf of Group : \_\_\_\_\_

Position Held/Title: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## The National Childcare Investment Programme (NCIP) 2006-2010

Before entering a contract with Pobal you will need to submit the following information

### Capital Funding Post Approval Checklist - PRIVATE SECTOR

- 1 Evidence of legal status of the applicant (i.e. Sole Trader. Certificate of Incorporation if Limited Company by Guarantee or other)
- 2 Documentary evidence of compliance with any pre-contract conditions of funding
- 3 Employer Registration Number (if applicable)
- 4 Tax Clearance Certificate
- 5 Bank account details and financial controls
- 6 VAT registration details (if applicable)
- 7 Capital Workplan
- 8 Quote analysis/tender report (plus back up documentation e.g. Chosen tender, 3 quotes for all services/items over €3000)
- 9 25% Minimum Applicant Contribution of the total project cost
- 10 Evidence of enough Funding to Complete the Project
- 11 % childcare element (confirmed by architect), if project part of larger build
- 12 Copy of *Full* Planning Permission & Conditions OR letter confirming planning permission is not required
- 13 Copy of Architect Plans (required for building/renovation projects only)
- 14 Letter from Health Service Executive outlining that plans/building has been reviewed and confirming impact
- 15 Copy of Lease Agreement OR Evidence of Legal Title/Security of Tenure
- 16 Independent Valuation and Purchase Agreement, if funding to be used for purchase
- 17 *Most Recent* Health Service Executive Inspection Report (Existing Providers Only) or copy of HSE notification receipt etc.
- 18 Childcare Policies and Procedures Document for Existing Services
- 19 Organisation/Company policies and procedure document (if applicable)
- 20 Income and expenditure projections
- 21 Confirmation of targets

The Programme will carry out an Independent Valuation on a site/building where the applicant is purchasing the premises with NCIP funding. Applicants will be informed of this process, if applicable.

## The National Childcare Investment Programme (NCIP) 2006-2010

Before entering a contract with Pobal you will need to submit the following information

### Capital Funding Post Approval Checklist - COMMUNITY SECTOR

1	Evidence of legal status of the group (i.e. Sole Trader. Certificate of Incorporation if Limited Company by Guarantee or other)
2	Documentary evidence of compliance with any pre-contract conditions of funding
3	Employer Registration Number (if applicable)
4	Tax Clearance Certificate <u>OR</u> Charitable Status Number
5	Bank account details and financial controls
6	VAT registration details (if applicable)
7	Updated Capital Workplan
8	Quote analysis/tender report (plus back up documentation e.g. Chosen tender, 3 quotes for all services/items over €3000)
9	"Schedule of Funders" for total project and letters of offer/commitment from other funders
10	% Childcare element (confirmed by architect), if project part of larger build)
11	Copy of <i>Full</i> Planning Permission & Conditions <u>OR</u> letter confirming planning permission is not required
12	Copy of Architect Plans (required for building/renovation projects only) <sup>1</sup>
13	Letter from Health Service Executive outlining that plans/building has been reviewed and confirming impact
14	Copy of Lease Agreement OR Evidence of Legal Title/Security of Tenure (and Operational Agreement where applicable)
15	Purchase agreement & Independent valuation if funding to be used for purchase site/building <sup>2</sup>
16	<i>Most Recent</i> Health Service Executive Inspection Report (Existing Providers Only) or copy of HUE notification receipt etc.
17	Childcare Policies and Procedures Document for Existing Services
18	Organisation/Company policies and procedure document (if applicable)
19	Income and expenditure projections
20	Confirmation of targets

<sup>1</sup> The Programme may be obliged to carry out an Independent Building Specialist Report on your project and you will be informed of this process if applicable to your application.

<sup>2</sup> The Programme will also carry out an Independent Valuation on a site/building where the applicant is purchasing the premises with NCIP funding. Applicants will be informed of this process, if applicable.

# Bibliography

**CHILDCARE MANAGEMENT COMMITTEE GUIDELINES** - Dublin City Childcare Committee 2004

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**A GUIDE TO GOOD EMPLOYMENT PRACTICE IN COMMUNITY & VOLUNTARY SECTOR**  
- Combat Poverty Agency 2002 (Jane Clarke)

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# Opening a Childcare Service - *Step by Step Checklist*



1. Research	<input type="checkbox"/>
2. Service Location	<input type="checkbox"/>
3. legal Requirements	<input type="checkbox"/>
4. Start Up Costs	<input type="checkbox"/>
5. Ongoing Finance	<input type="checkbox"/>
7. Consultation	<input type="checkbox"/>
8. Marketing	<input type="checkbox"/>
9. Staff	<input type="checkbox"/>
10. Policies & Procedures	<input type="checkbox"/>



**FINGAL COUNTY  
CHILDCARE COMMITTEE**

*COISTE CÚRAIM LEANAÍ CHONTAE FHINE GALL*

ABCO KOVEX BUILDING  
Swords Business Park, Swords, Co. Dublin  
Tel: 01-8077660 • Email: [info@fingalcountychildcare.ie](mailto:info@fingalcountychildcare.ie)  
[www.fingalcountychildcare.ie](http://www.fingalcountychildcare.ie)



**Your Plan Your Future**



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