

Annual Early Years Sector Profile Survey 2022-2023 - Questions and answers

Section/topic	Question	Answer
Service details	My service was private and converted to commercial. Does that mean my setting is ' <i>private premises - converted residential</i> '?	If it is a private premises that was a residential property, then ' <i>Private premises - converted residential</i> ' should be selected. However, if it was not a residential property, then ' <i>Private premises - converted commercial</i> ' should be selected instead.
Service details	My service is situated in a school. Where can I get the school roll number?	<p>If your ELC or SAC setting is located in a school, or on a school's property, please provide the school roll number:</p> <p>This year the survey is seeking information on the location of your ELC setting. If your ELC setting is situated on a school property (for example in prefabricated buildings not attached to the school) or within the school (for example in classrooms or other space that is unused by the school) we are asking for details of the school roll number (RN). We have provided a link to the government website which will help you to locate the school number. Otherwise, the school may be able to provide this information to you.</p> <p>The roll number can be found here: Find a school (<a href="https://www.gov.ie/en/service/find-a-school/">https://www.gov.ie/en/service/find-a-school/</a>).</p> <p>Enter the roll number in the text box.</p>
Service details	I have answered all options under the question 'Have you engaged with the National Síolta Aistear Initiative through any of the following? (please answer 'yes' to all that apply):' but I am getting an error message and I cannot click Next to progress to the next page.	<p>If you answered Yes to either of the following questions:                  2. Completed one of the following Síolta Awareness Workshops delivered by the CCC's:                  4. Self-directed engagement with Síolta and Aistear on:                  You must answer Yes to at least one of their sub-questions.</p> <p>If you answered No to either of the following questions:                  2. Completed one of the following Síolta Awareness Workshops delivered by the CCC's:                  4. Self-directed engagement with Síolta and Aistear on:                  You must answer No for all their sub-questions.</p>
Disability and Equality	Regarding the question about how many are one parent families there is an ' <i>All</i> ' and ' <i>ECCE</i> ' field for the answer, what does the ' <i>All</i> ' mean?	Enter the <b>total</b> number of one parent families that use your service in the ' <i>All</i> ' field. Enter the number of one parent families that have ECCE children attending your service in the ' <i>ECCE</i> ' field.

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<b>Disability and equality</b>	In the Disability and Equality section, it states children diagnosed by the HSE but if the children have been privately diagnosed (because of the long waiting lists) do you put them in here or leave them out? Also is this including school age children with a diagnosis?	Please enter all children with a disability/additional needs that attend your service in the question: '5. Number of children with disability/additional needs (this includes both diagnosed and undiagnosed) ' And only enter children that have been diagnosed by the HSE (not those privately diagnosed) in: 'Total number of children with disability/additional needs diagnosed by the HSE? ' and subsequent related questions.
<b>Capacity and attendance</b>	Not all children enrol in my service for 5 days a week. How do I reflect this in the capacity and attendance section.	Where possible, please base your response on the fee you charge for a child who enrolls 5 days a week. If you do not provide 5 days of provision, please record your fee with an increase to account for the cost of 5 days provision. Example: You provide full day care sessions for children aged 2 years+ to 3 years (25-36 months) for 3 full days a week, not 5 days, and the fee is €135 a week. Please enter the weekly fee value for the session at a rate for 5 days a week i.e., €225.
<b>Capacity and attendance</b>	Not all children attend my service for the same number of hours.	The attendance of children does not matter for recording the fees and hours of a place. Please base your response on the maximum hours available for a session and the corresponding fee for those maximum hours.

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<b>Capacity and attendance</b>	Are my operating hours 15 if parents only availing of ECCE hours even though I provide sessional service of 17.5 hours? Which should I add?	<p>As per guidelines, '<b>Number of hours per day this service type operates</b>', you must provide the number of hours for each service type you provide (i.e., you answered Yes in the service offered column). The number of hours for each service type must be between:</p> <p>Full day care – between 5.00 and 18.00 Part-time care – between 1.00 and 5.00                      Sessional a.m. and p.m. – between 1.00 and 3.50                      Annual Early Years Sector Profile Guidelines 2021/2022 15                      School age childcare (after school) in term only – between 1.00 and 5.00 Breakfast club – between 1.00 and 2.50                      Drop-in – between 0.30 – 2.00</p> <p>If the number of hours is not a whole number, i.e. 1.00, but you offer a service type for 2 hours and 15 minutes, please enter 2.25 or 3 hours and 30 minutes, please enter 3.50.</p> <p>Please enter the current number of hours you operate in '<b>Number of hours per week your service operates (i.e. is open to children) in term:</b>'</p>
<b>Capacity and attendance</b>	I offer a part-time service and I operate it for 2 hours and 15 minutes. What should I enter for <i>Number of hours per day this service type operates?</i>	<p>You must provide the number of hours for each service type you provide (i.e. where you answered Yes in the service offered column).</p> <p>If the number of hours is not a whole number, i.e. 1.00, but you offer a service type for 2 hours and 15 minutes, please enter 2.25 or 3 hours and 30 minutes, please enter 3.50, etc.</p>
<b>Capacity and Attendance</b>	There is one child attending multiple service types in my service, e.g. Breakfast Club and Sessional a.m. Do I input that child twice in the Service type table?	<p>Yes, any child attending multiple service types in your service should be entered under each of the relevant service types they occupy a place for. Note: they should only be entered once in the Age range table.</p>

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<b>Capacity and attendance</b>	For how many weeks the service is providing care in term time - should this be 38 weeks for a service that is actually open for 50 weeks? Then the number of weeks outside term time is 12. Is it important that services split this correctly rather than enter 50 weeks both times?	Under the Service Type table, the relevant number of weeks should be input under ' <i>Number of weeks per year Service Type operates</i> ' for each <i>Service Type</i> offered. <b>Note, 'School age childcare (afterschool) in term only'</b> relates only to 'in-term'.
<b>Capacity and attendance</b>	What are vacant places?	Vacant places are the number of places your service is currently in a position to offer per day, minus the current number of places occupied. (This may/should not exceed the maximum capacity as set out in a Tusla Inspection Report, where available).
<b>Capacity and attendance</b>	What age ranges do you input i.e., the age the children were when they started in September?	Data entered should be current.
<b>Capacity and attendance</b>	Why are some of the age ranges split into 2 categories (School going and Non-school going)?	The School going category for age ranges relate to children that are of school going age that also attend school. and Non-school going category for age ranges relates to children of school going age that do not attend school.
<b>Capacity and attendance</b>	If you are an ECCE only service that do not charge any fees, what do you fill in on the fees section?	Fees should include any subventions, e.g. if you do not charge for an ECCE place, and the child receives €64.50 ECCE subvention, you should enter €64.50.
<b>Capacity and attendance</b>	If we do not charge fees, do we enter '0.00' for everything?	Fees should include any subventions, e.g. If you do not charge for an ECCE place, and the child receives €64.50 ECCE subvention, you should enter €64.50.
<b>Capacity and attendance</b>	If a child is sponsored by Tusla and there are no parent fees, how is this captured?	If the same child/children were not sponsored by Tusla, please enter the fee would your service be charging for this service type and age range.

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<b>Capacity and attendance</b>	I offer full day care to two groups of children aged 2 years+ to 3 years (25-36 months) and the number of hours differ as do the fees, as a result. What figures should I input into the fees table for these questions?	Where your service offers multiple sessions to an age group, please base your response on the session that has the maximum hours. Example: Group A has children enrolled for 8 hours. Group B has children enrolled for 6 hours. Please enter the weekly fee value for the session with most hours (i.e., Group A, 8 hours).
<b>Managerial staff</b>	I am a sole operator so I am the manager, the childcare staff member and the ancillary staff member - which one do I fill out?	You should enter your details in the <i>Managerial staff</i> section only.
<b>Managerial staff</b>	If you are the Manager and work in the classroom as a teacher, which section do you fill in, <i>Managerial staff</i> or <i>Childcare staff</i> or both?	You should enter your details in the <i>Managerial staff</i> section only.
<b>Managerial staff</b>	Should a Deputy Manager be entered as managerial staff even if they are also a Lead Educator?	Individual staff members (including all managers) should only be recorded once in either <i>Managerial staff</i> or <i>Childcare staff</i> sections, as relevant. And the job title that best reflects the position of that staff member should be selected.
<b>Childcare staff</b>	If a member of staff has 2 jobs in the service e.g working with children and is also the administrator for the service, do you record them twice in the survey? different people?	A staff member should only be entered once on the survey. In this particular case they should be entered in the childcare staff section.
<b>Childcare staff</b>	I have added a staff member, in error, in the <i>Childcare staff</i> section, have not recorded any details for them and I cannot progress through the survey. What do I do to resolve it?	If you have added a staff member in error in either the <i>Childcare/Managerial/Ancillary staff</i> sections, you can click on the Remove staff button at the top of the menu for that particular staff member.

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<b>Childcare staff</b>	I have a staff member that works in a number of individual facilities I run in different locations. Should I enter that staff member for each facility they work in?	Yes, staff members that work across a number of individual facilities should be entered for each facility they work in and should match the service profile for the service.
<b>Childcare staff</b>	How do you record AIM workers?	AIM workers can be recorded in the <i>Childcare staff</i> section by selecting AIM Level 7 under <i>Job title</i> .
<b>Ancillary staff</b>	What are <i>Ancillary staff</i> ?	<i>Ancillary staff</i> are those NOT working directly with children and NOT in managerial roles.
<b>Staff sections (All)</b>	Where are the details for the Staff ID field coming from?	Each staff section includes a <i>Staff ID</i> field which lists all active staff members currently available within your Service Profile. The staff ID, first name and last name will be displayed for all staff currently listed as 'in ratio' in your Service Profile. The staff id and job title will be displayed for those staff currently listed as 'out of ratio'. You should choose which staff section (i.e. <i>Managerial staff</i> ; <i>Childcare staff</i> or <i>Ancillary staff</i> ) applies to each staff member in your list. Questions must be answered for all staff members in one of these sections. However, a staff member can only appear in one section. An error message will be returned on submission of the survey for any staff members that have been missed or duplicated.
<b>Staff sections (All)</b>	Are Community Employment (CE) staff included on the survey?	Yes, a CE staff category is available for Community based service only.
<b>Staff sections (All)</b>	Do we add staff if they are on Maternity Leave/Parental Leave/Sick Leave?	Yes, all staff currently employed by the service should be entered.
<b>Vacancies/turnover</b>	If staff moved on to another type of job (i.e. in the Early Years Sector but not in another service) how can this be represented?	This will be noted for next year's survey. In the meantime, services should select ' <i>Don't know</i> '.

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<b>First Five activities</b>	We are a primary school. What do we answer for ' <i>Does this service undertake any of the following activities in order to facilitate children's transition to primary school??</i> '	For ' <i>Does this service undertake any of the following activities in order to facilitate children's transition to primary school??</i> ' question, please answer <i>No</i> for each of the options listed if you do not undertake any of the activities listed.
<b>Core Funding</b>	I have never applied for Core Funding, but I plan to apply in August 2023. Will I be asked capacity and attendance and staff details questions again to get Core Funding.	Providers that have not had Core Funding previously, as part of the Core Funding application process in August 2023, you will be required to input details regarding capacity and attendance and staffing levels & qualifications as part of the application process.  (Providers that already have Core Funding, need to maintain and update their Service Profile and Core Funding Application Module through the application changes functionality.)
<b>Core Funding</b>	What happens if my information on this survey is inconsistent with my application for Core Funding in August 2023, because I have had to remodel my business in order to get Core Funding?	Service providers that have not had Core Funding previously and wish to apply for Core Funding in August 2023 will have the opportunity to declare updated staffing levels, room details and capacity as part of the Core Funding application process. (Providers that already have Core Funding, need to maintain and update their Service Profile and Core Funding Application Module through the application changes functionality.)
<b>Core Funding</b>	How is completing the Sector Profile survey impacting my application for Core Funding, as I may change my facilities on offer to parents for September 2023 before I complete the Core Funding application?	The completion of the EY Sector Profile Survey is a pre-requisite for services that have not had Core Funding previously and wish to apply for Core Funding in August 2023 as it provides a baseline of data prior to Core Funding entering the sector allowing for the impact of the new funding stream to be monitored. The EY Sector Profile Survey should be completed based on your current service profile. Service Providers will have the opportunity to declare updated staffing levels, room details and capacity as part of the Core Funding application process.
<b>Core Funding</b>	I want to apply for Core Funding in August 2023, do I need to complete an Annual Early Years Sector Profile 2022/23 survey?	Services who wish to become a Core Funding Partner Service in the future must also complete the survey in advance of submitting their Core Funding application.

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<b>Core Funding</b>	What happens if I do not complete an Annual Early Years Sector Profile 2022/23 survey?	It is important for all services to complete the Annual Early Years Sector Profile 2022/23. If you are contracted into Core Funding and you do not complete the Annual Early Years Sector Profile 2022/23 within the required timeframe, your Core Funding payments will be placed on hold until the survey is completed.
<b>General</b>	Can you confirm where a list of all the questions / a guide to filling in the sector profile survey is available?	All questions can be viewed in the guidelines document on HIVE: <a href="https://earlyyearshive.ncs.gov.ie/annual-early-years-sector-profile-guidelines-22-23.pdf">https://earlyyearshive.ncs.gov.ie/annual-early-years-sector-profile-guidelines-22-23.pdf</a>
<b>General</b>	What is the deadline for the survey to be submitted?	The deadline for completion of the survey is Tuesday, June 6th, 2023 at 5pm.
<b>General</b>	I have two services, can I combine the survey?	A sector profile survey should be completed for each facility i.e. one for each Service Reference number.
<b>General</b>	Do I have to complete a survey from my creche and a different survey for my afterschool, or can both be done on one survey?	A sector profile survey should be completed for each facility i.e. one for each Service Reference number.
<b>General</b>	I cannot skip to another page in the survey using the breadcrumb section tabs at the top of the page.	Any answer entered on the current page a user is on, that does not satisfy the validation range (e.g. is under the minimum/over the maximum value allowed for the answer) may not allow users to progress using the breadcrumb tabs. Please correct figure/s on that page and select the required breadcrumb tab to skip to a particular section.



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<b>General</b>	Previously there were a lot of difficulties with the survey crashing and not retaining the information that was input even where the service clicked Save all the way through - what should services do when this happens, i.e. what Programme, Request Type and Request Type Detail should they select on the Request Tab to highlight technical issues?	Services should access and complete the survey in the latest version of Microsoft Edge or Google Chrome and should hit the 'Save' button regularly as they progress through the survey. Note, a survey is open and has been left idle for a period of time, please ensure you are still logged in before entering any further data. For group organisations or facilities with multiple services, please note that you should not open or complete multiple Sector Profiles at the same time. If you do need to work on more than one survey, please ensure you have saved and exited one survey before opening the other. If you experience further issues saving the survey, please log a request through the Early Years Hive using the following categories: Programme: Sector Profile 2022/2023
<b>General</b>	I am having trouble loading the survey, despite having accessed it before. What should I do?	If you are having trouble loading the survey, despite entering the correct login details, please try clearing the cache to try to resolve the issue (see instructions for clearing cache by clicking on the relevant browsers here: <a href="#">MS Edge</a> or <a href="#">Google Chrome</a> ). If the issue still persists, please log a request through the Early Years Hive using the following categories: Programme: Sector Profile 2022/2023
<b>General</b>	Will you produce and publish a viability study from the sector when data is collected?	An Annual Early Years Sector Profile Report is published every year that includes data from the survey.
<b>General</b>	Can the resulting raw data (anonymised) be made available under a Freedom of Information Act request so that it can be analysed?	Pobal is planning to release anonymised datasets as part of Open Data Policy. We will inform the sector in due course.
<b>General</b>	Is this survey going to be the same every year from now on?	The Annual Early Years Sector Profile has been running for 21 years. Questions have changed and been added/removed, over time. We make an effort every year to keep the survey concise and relevant. Only questions that relate to key policy and planning priorities are included in the survey. Going forward, if new data is required or no longer needed, this will be reflected in questions asked.

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<b>General</b>	This is an extremely in-depth survey which asks for a lot of information that has already been provided through the Tusla re-registration process as well as previous sector profiles. Why does this need to be inputted again when it is already available?	Details do change for services over time and we do need to capture up-to-date information in order to inform current policy.
<b>General</b>	How do I find the answers to these questions?	We appreciate services taking the time to complete the Annual Early Years Sector Profile survey and the significant contribution that the information you provide will make to understanding the complexities and nuances of the sector as a whole. Many thanks in advance for your input to the collective understanding where we are now and to informing future policy development.
<b>General</b>	Can service just print name on declaration and submit or do they need to sign and scan the declaration?	Please type the name of the person completing the survey on the declaration.
<b>General</b>	My service circumstances are due to change in the near future (e.g. I am setting up a new service or there will be a change in legal structure and I will have a new Service Reference Number), which data should I base the survey on?	Your answers should be based on the current picture within your service/service profile details and approved core funding application (if relevant) at the time you are completing the survey.
<b>General</b>	I answered some questions in the survey, saved it and exited. When I went back into the survey some of those answers were blank. Why?	Some answers input that do not satisfy the validations (e.g. are under the minimum/over the maximum value allowed for a particular answer) will not save. Please correct figure/s and click Save before exiting the survey.

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<b>General</b>	I am responding to the survey outside the open window. What period of time should I consider when answering questions?	Services should respond to the survey based on the situation in your service during the open window, 5th May – 6th June. If you are completing the survey outside the open window, please provide information that was accurate for that period.