

# Early Childhood Care & Education (ECCE) Programme Readiness Checklist 2025



## Getting Started

Make sure each item is up to date

Confirm Service Provider Details

My Account > Manage Service Providers > Click on Service Name > Review and Press Submit

Primary Authorised User (PAU)

My Account > Manage User Roles

Organisations Details

My Account > Organisation Profile

Bank Account

My Account > Bank Account

Portal Users

My Account > Manage User Roles

Tusla Registration

My Account > Tusla Reg Maintenance



## ECCE



Create your Service Calendar

My Account > Service Calendars

Create your Fee Table and Submit

My Account > Service Fees

Print Pre-Registration forms and give to each parent/guardian to complete

Activate your ECCE Funding Agreement

Programmes > Programme Applications & Returns > All Programme Applications > Available Programme Applications

Complete your Parent Statement

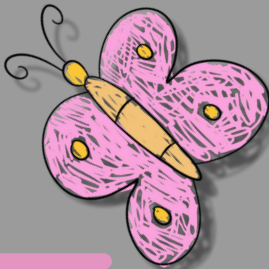
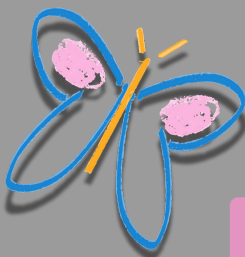
My Account > Online Parent Statement

Important Note: We recommend that you have your Core Funding application submitted for the 24/25 year before activating the Parent Statement

Issue Fee Table and Parent Statement

One for each family to be signed and kept on file within 20 working days of child starting in service. This must also be displayed in the service and online

Register ECCE eligible children on Early Years Hive



### Important Notes

- If a session holds less than 8 ECCE eligible children, the service must get an approved Minimum Numbers Exemption form from ECCE. This can be located under the Programme Documents section on Early Years Hive.
- Review ECCE programme rules.
- Review Compliance checklist.

