

APPLICATION FOR ECCE HIGHER CAPITATION

Higher Capitation is only granted to services on an annual basis and is applied for one year only. Failure to reapply for the higher capitation rate will result in your service reverting to the standard rate from September 2016 (This will be back-dated as required, with Higher Capitation payments recouped, where necessary)

Service DCYA Reference Number:	
Name of Service:	
Service Address:	
Contact Name	
Contact phone number:	
Email Address:	

Declaration

I, _____ (grantee) wish to apply for the ECCE Higher Capitation rate with effect from ____/____/____ (date) and declare that the information provided in this application is accurate.

Please tick as appropriate:

1. My service is currently on Higher Capitation
2. My service is currently on Standard Capitation

ECCE Provision Details:

Session	Start Time	Finish Time	Total Room Capacity	Total children in session	No. of ECCE children in session	No. of Pre-school Leaders per session	No. of Assistants per session	Applying for Higher Capitation Y/N
1								
2								
3								
4								
5								

(Please provide the above info for any additional Sessions you require on a separate document and attach to application form)

Mandatory Evidence to be provided

Please complete the information below for all staff members working directly with the children under the ECCE programme.

A copy of the qualifications for each member of staff must be submitted along with this application.

For a childcare room/session to be approved for the ECCE Higher Capitation Rate the following criteria applies.

- Pre-school leaders must meet contract requirements for ECCE Room Leader (Higher Cap)
- Pre-school assistants must have a minimum qualification of Level 5 or equivalent in a recognised Early Years Qualification

The appropriate qualified staff should be present for each ECCE session applying for Higher Capitation in accordance with the ECCE child:staff ratio requirement.

Session 1

Staff Name	Leader/ Assistant	Title/Subject of Award	Training Provider	Award Body	Year	Years' experience

Session 2

Staff Name	Leader/ Assistant	Title/Subject of Award	Training Provider	Award Body	Year	Years' experience

Session 3

Staff Name	Leader/ Assistant	Title/Subject of Award	Training Provider	Award Body	Year	Years' experience

Session 4

Staff Name	Leader/ Assistant	Title/Subject of Award	Training Provider	Award Body	Year	Years' experience

Session 5

Staff Name	Leader/ Assistant	Title/Subject of Award	Training Provider	Award Body	Year	Years' experience

(Please provide the above info for any additional Sessions you require on a separate document and attach to application form)

Ratio Requirements

Minimum numbers of required preschool leaders and assistants for ECCE Higher Capitation purposes:	
1 to 11 children per session	at least 1 pre-school leader in the room at all times
12 to 22 children per session	at least 1 pre-school leader and 1 pre-school assistant in the room at all times
23 to 33 children per session	at least 2 pre-school leaders and 1 pre-school assistant in the room at all times
34 to 44 children per session	at least 2 pre-school leaders and 2 pre-school assistants in the room at all times
And so on.....	

Please Note: The DCYA reserves the right to request further supporting documentation to assist in the appraisal process.

N.B. Failure to submit all application requirements in full may lead to your application being rejected and a requirement to start the application process again.

IMPORTANT: Change of circumstances

If the sessions applied for above experience any changes to staff or ratios which affect the criteria for Higher Capitation the service is obliged to inform the DCYA by completing and submitting an 'ECCE Higher Capitation Status Amendment Form'. Failure to comply with the terms and conditions of Higher Capitation may result in the Higher Capitation rate being removed from your service immediately and the overpayment being recovered.

Name of Owner/ Chairperson _____
(BLOCK CAPITALS)

Signed by Owner/Chairperson _____ Date ____/____/____

Completed applications can be submitted via email to: eccehighercap@dcya.gov.ie or by post to:

**FREEPOST F5055
ECCE Higher Capitation
Early Years Policies and Programmes
Department of Children and Youth Affairs,
43-49 Mespil Road,
Dublin 4.
D04YP52**