

Early Years Programmes

Unannounced Compliance Visits 2015/16

SERVICE PROVIDER FILE CHECKLIST*

NOTE TO PROVIDERS: Pobal recommend that Service Providers are familiar with the Programmes “How to” guides and Frequently Asked Questions (FAQ’s) available on the PIP Portal and Pobal Website. In order to ensure that an unannounced compliance visit can be accommodated efficiently at a service, it is advised that a Compliance Folder/ file is prepared onsite in advance and made readily available to the Visit Officer on arrival. The following information outlined is for information purposes to assist Service Providers in preparing and collating the relevant information to meet compliance requirements.

Please tick ✓ or
note N/A where
not applicable

	GENERAL	
1	Has the Service Provider downloaded from PIP the County Childcare Committee (CCC) approved Fees Policy, Calendar & Parent fee letter and displayed the information in the Childcare facility?	<input type="checkbox"/>
2	Are PIP registration records up to date in relation to all child start/end dates, leavers, deferrals and changes in level of service (e.g. changing from 5 days p/w to 4 days p/w etc). For existing registrations, revisions to registrations should be processed through the PIP system in a timely manner.	<input type="checkbox"/>
3	Are all signed PIP Parental Declaration Forms on Compliance folder/file for approved ECCE/TEC/CCS children? Where PIP updating is required on existing registrations, are updated PIP Parental Declaration forms signed and on file for each relevant child registered?	<input type="checkbox"/>
4	In the interest of Data Protection, has the service provider disposed of, in an appropriate manner, all documentation with PPSNs, once PIP Parental Declaration forms with Registration ID is printed.	<input type="checkbox"/>
5	Are all signed Parent/Guardian <u>Fee payment letters</u> on Compliance folder/file, for children registered on ECCE/TEC/CCS? Note: These Fee Payment letters will outline any Programme specific information relating to Optional extras, Discounts, Voluntary Donation information where applicable.	<input type="checkbox"/>
	ATTENDANCE RECORDS	
6	Are the roll books / attendance records from the start of the Programme cycles i.e August/ September 2015 currently up-to-date and available on site for each room ?	<input type="checkbox"/>
7	Are the roll books/ attendance records maintained and structured sufficiently to ensure ease of monitoring child attendances which will assist identifying PIP updating requirements. e.g. ECCE and CCS absences of 4 consecutive weeks require a child leaver registration update on PIP, 2 consecutive weeks for TEC. In such instances, the timely identification of a change in pattern of attendance can facilitate follow up conversations to be held with parents to confirm the most appropriate registration e.g child leaver or reduction in level of service.	<input type="checkbox"/>
	FEE RECORDS	
8	In instances whereby fees are applicable to parents whose children are availing of the ECCE/CCS/TEC programmes, are the fee records accessible for the Visit Officer to verify fees charged inline with displayed Fee Payment Policies information. In instances where Direct Debits are applicable and fee information is not maintained in the Fee records, has the Service maintained relevant Bank Statements on site to verify fees paid inline with FPP and Parent Fee letter information ?	<input type="checkbox"/>

