Annual Early Years Sector Profile Guidelines

2023/2024

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Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

pobal
government supporting communities

Contents

Introduction

The Annual Early Years Sector Profile 2023/2024 survey is now available on the Early Years Hive. This document provides a guidance on how to complete the survey.

The Annual Early Years Sector Profile is the primary data source on the Irish Early Learning and Care (ELC) and School-Age Childcare (SAC) sector. It is developed and administered by Pobal on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

The survey, which has been running for 22 years, plays a central role in informing policy development, assessing the impact of policy change and provides a comprehensive national analysis of over 4,000 ELC and SAC services throughout Ireland.

While we encourage all services to complete the survey, the completion of this year's survey within the open window is mandatory for all existing Core Funding Partner Services. 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. As well as providing information about the sector, this survey enables the capture of data that will help to monitor the impact of Core Funding on the sector.

Pobal and the DCEDIY appreciate you taking the time to complete this survey.

The overall number of questions has been reduced in this year's survey. To help limit the time and effort required to complete the survey, much of the service characteristics, and further staff information for the Annual Early Years Sector Profile will be sourced from Core Funding application data and the Service Profile.

The information you provide is a significant contribution to the understanding of the complexities and nuances of the sector as a whole. Many thanks in advance for your input into the collective understanding of where we are now and in informing future policy development.

1.1   How the data will be used

The data collected will allow for in-depth analysis of the sector across a range of headings including:

- Service detail and provision
- Capacity and attendance
- Staffing (numbers, qualifications, staffing retention, level of turnover etc.)

By providing the most up-to-date national data on the sector, we are able to support a range of key stakeholders in their planning and analysis. For instance, data may be shared with:

- Government Departments (e.g. Department of Education, Early Years Education Inspectorate)
- Organisations conducting research and analysis on behalf of Government Departments
- Statutory agencies (e.g. Tusla Early Years Inspectorate)
- Better Start Early Years Specialist Service
- City/County Childcare Committees
- Local Authorities (to inform local planning and development priorities)

Summary data will also be provided to the following organisations for research and statistical purposes:

• Voluntary Childcare Organisations

• Central Statistics Office

• OECD

• Third Level Institutions

Data from this survey may also be combined with findings from other surveys of the ELC and SAC sector conducted on behalf of the DCEDIY. Data from the survey are published through interactive dashboards on the new Early Learning and Childcare Data website

). Previously these data were published in the Annual Early Years Sector Profile report.

We have made every effort to keep the survey concise and relevant. Only questions that relate to key policy and planning priorities are included in the survey.

1.2   Completing the survey

One Sector Profile survey should be completed for each facility i.e. one for each Service Reference Number.

1.3   How long will it take to complete?

The length of time it takes to complete the survey depends on the size of the service, the number of staff and number of children enrolled. It is expected to take approximately one to two hours. The survey can be saved so you can complete it in more than one sitting, before final submission. If you are completing the survey in more than one sitting, please click the 'Save' button to save your progress before closing the browser. You can then reopen the survey to record further information.

1.4   Are there new questions in the survey?

Five new questions were added to the Capacity section to help to improve data accuracy and four questions were reintroduced in the Managerial staff and Early Learning and Childcare staff sections, as well as three in the Ancillary staff section.

1.5   Can I complete the Sector Profile through Irish?

Yes, the survey can be completed through Irish. Please see 'Accessing the Sector Profile on the Early Years Hive' section of this guide for how to select the Irish version of the Sector Profile.

1.6   Who can we contact for assistance?

If you experience any difficulties accessing or completing this survey, please consult the supporting documentation available on the Early Years Hive.

If you fail to find a response to your issue in the documentation, please raise a service request on the Early Years Hive using the following categories:
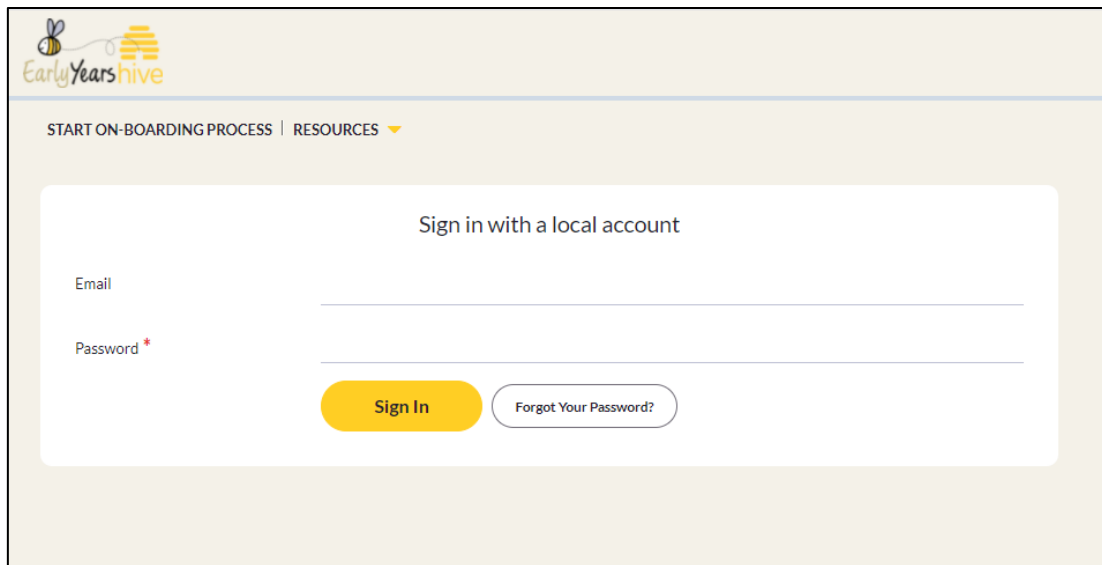
Programme: Sector Profile 2023-2024

Request Type: Select the appropriate option from the list in the Early Years Hive.

To help expedite the resolution of issues, please attach a screenshot of the issue with your service request, where relevant.

2 Accessing the Sector Profile on the Early Years Hive

1. Log into the Early Years Hive portal by entering your registered email and password on this page.

2. Expand the *My Account* menu and select *Surveys* from the dropdown.

3. Under the *Available Surveys* section of this page, you will see the Annual Early Years Sector Profile available* in English and Irish:
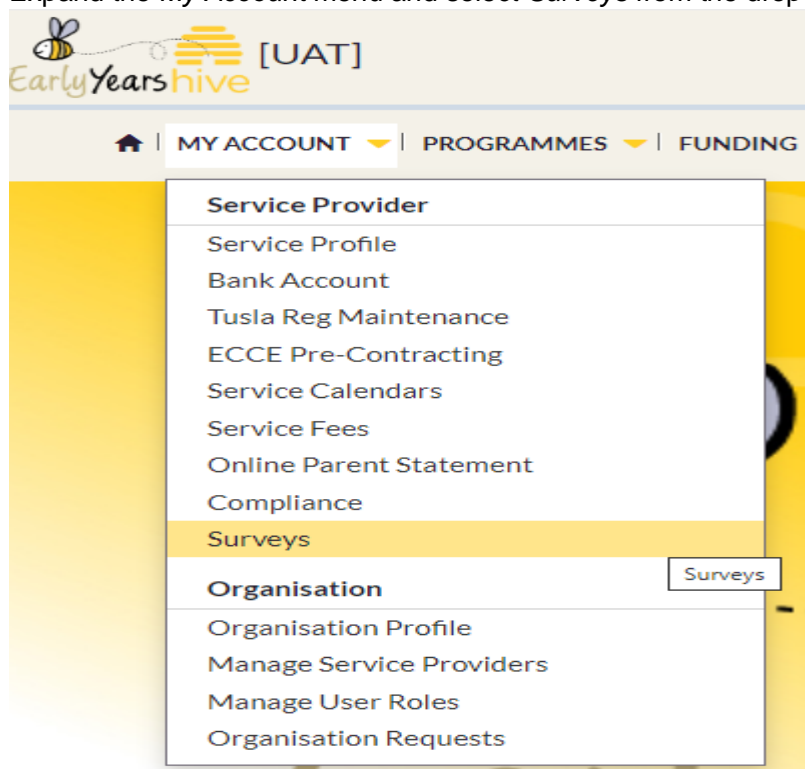
- Annual Early Years Sector Profile 2023/24
- Phróifíl Bhliantúil Earnáil na Luathbhlianta 2023/2024 (Irish).

*Note: the survey is automatically available to the Primary Authorised User (PAU)/PAU delegate.

Please select either the English language version or the Irish language version of the Sector Profile carefully. You can only complete the Sector Profile in one language on the Early Years Hive. You cannot complete the Sector Profile in both English and Irish. **Note: once you have selected and started in a language version, you cannot change to the other language.**

4. Select the language version you wish to complete by clicking/tapping anywhere on that entry in the grid. When a survey is selected it will be marked with a ✓ symbol.

5. Select the *Start* button when you are ready to proceed and confirm the pop-up box.

2.1 How to navigate and save the Sector Profile on the Early Years Hive

When you start the Annual Early Years Sector Profile, you will be brought to the *Introduction* page of the profile. We encourage you to read the description of the profile on this page.

2.1.1 Previous and Next

At the bottom-right of this page, you will see the *Next* button. Select this button when you want to start the profile.
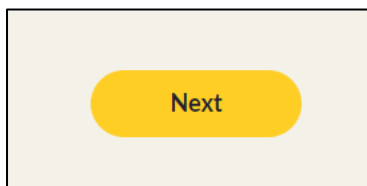
When you select *Next*, you will proceed to the first section of the profile with questions for you to complete (*Service details*).

You can use the *Previous* button to go back to the previous section of the profile or the *Next* button to move onto the next section if all the questions on the current section are completed correctly.

If you complete the Annual Early Years Sector Profile in the order that it is laid out on the Early Years Hive, then you can use the *Previous* and *Next* buttons to navigate through each section.
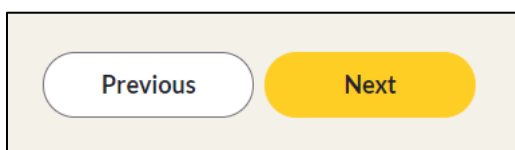
Note: When you select *Next* your progress will be saved automatically. It will also validate the answers on the current page and return any errors to be reviewed. This will help reduce the number of errors produced on submission of the survey.

2.1.2 Close, Save, Print

At the bottom-left of each page, you will see the *Close*, *Save* and *Print* buttons.
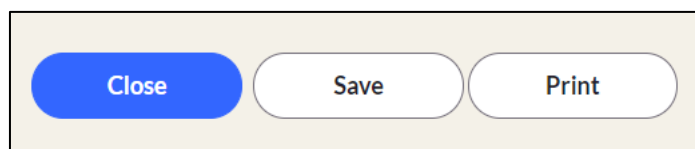
Close: Selecting the *Close* button will close the Annual Early Years Sector Profile without saving your progress on that page. When you select the *Close* button and you have unsaved work, a confirmation box will ask you whether you want to close the profile without saving your work or cancel the request. If you do intend to save your work or if you selected the *Close* button by mistake, you should select the cancel option on this confirmation box.

Save: Selecting the *Save* button will save the work you have done at this point. It is important to regularly save your work as you progress through the profile. Your progress will be saved automatically when you progress through the survey using the *Next* button.

Print: If you wish to print your Annual Early Years Sector Profile, you can do so by selecting the *Print* button. Once selected, you'll be brought to a new screen where you can select your printing options.

2.1.3 Using the tabs across the top menu

If you wish to navigate and view the sections of the Annual Early Years Sector Profile in a different order than how it is laid out, you can do so by selecting the section you wish to view from the tabs across the top menu along the top of the profile.
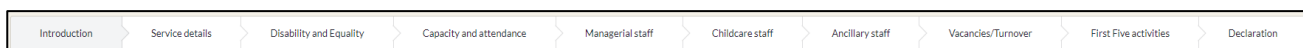
This is particularly useful if you have a) partially completed the profile, saved and closed it and you wish to complete it at a different time or b) not completed a section fully and want to move to another section. Please remember to save your progress regularly using the *Save* button when using this approach.

2.2 Saving as a draft

As outlined above, you can save your progress on the Annual Early Years Sector Profile at any point and complete it at a different time if you so wish. To do so, select the *Save* button at the bottom-left of the page and then select the *Close* button.
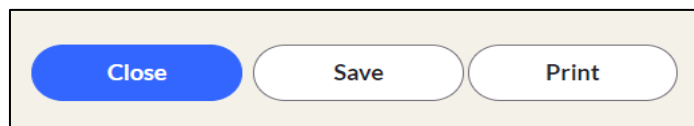
2.3 Viewing and opening your draft

To locate your saved draft of the profile, expand the *My Account* menu and select *Surveys* from the dropdown. You will now see your draft listed under the *My Active Surveys* section of this page.

To open your draft, expand the yellow arrow on the right-hand side of the grid and select *Edit*. This will open your Annual Early Years Sector Profile with your answers saved from the last time. You can quickly navigate to the next section you need to complete by using the tabs across the top menu (see above).

2.4 Submitting a Sector Profile survey

The final section of the Sector Profile is the *Declaration* page. When you have completed the Sector Profile survey, you must accept the declaration on this page, enter your name and select the *Submit* button.
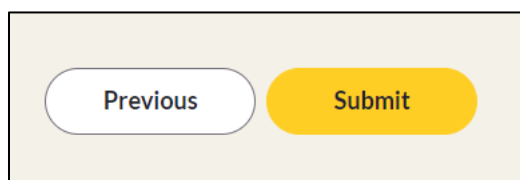
You can view your submitted Sector Profile on the *Surveys* page of the Early Years Hive under the *Submitted Surveys* section of the page.

2.5 Note on completing multiple Sector Profiles

One Sector Profile should be completed for each service (i.e. one per each service reference number). Each service has their own unique survey link, which can be accessed through the Early Years Hive portal.

For group organisations or facilities with multiple services, please note that you cannot open or complete multiple Sector Profiles at the same time.

If you do need to work on more than one survey at a time, please ensure you have saved and exited one survey before opening the other.

3 **Service details**

The following details for your service will be auto populated in the *Service details* section:

- *Service Reference Number*
- *Service name*
- *CCC*
- *Community/Private*
- *Address*

Please check that the Service Reference and the name of your facility are correct before you start completing the form. If these details are not correct, please log a request through the Early Years Hive using the following categories:

- *Programme: Sector Profile*
- *Category: Sector Profile 2023/24*

You are then required to provide a response to the below question for this section:

Do you offer transport?

Select one of the following from the dropdown:
- *Pick up*
- *Drop-off*
- *Both*
- *None*

4 Disability and Equality

To the best of your knowledge, how many of the following make use of your service:

After entering a figure in any field under the 'All' column, please click out of the field (to anywhere on screen), then click into the corresponding field in the 'ECCE' column to enter a figure.

Enter the total number for each of the below categories in the *All* field.

1. Number of One Parent families that use your service
2. Number of children from Traveller community
3. Number of children from Roma community
4. Number of children for whom English or Irish is not a first language
5. Number of children with speech, language or communication difficulties
6. Number of children with disability/additional needs (this includes both diagnosed and undiagnosed)

Enter the number on ECCE for each of the below categories in the *ECCE* field. You will be unable to enter a number in this field until its corresponding *All* field is populated.

1. Number of One Parent families that use your service
2. Number of children from Traveller community
3. Number of children from Roma community
4. Number of children for whom English or Irish is not a first language
5. Number of children with speech, language or communication difficulties
6. Number of children with disability/additional needs (this includes both diagnosed and undiagnosed)

Note the number in the *ECCE* field cannot be greater that in the *All* field.

Service	All	ECCE
To the best of your knowledge, how many of the following make use of your service: *After entering a figure in any field under the 'All' column, please click out of the field (to anywhere on screen), then click into the corresponding field in the 'ECCE' column to enter a figure.*		
1. Number of One Parent families that use your service		
2. Number of children from Traveller community		
3. Number of children from Roma community		
4. Number of children for whom English or Irish is not a first language		
5. Number of children with speech, language or communication difficulties		
6. Number of children with disability/additional needs (this includes both diagnosed and undiagnosed)		

If you entered a figure of 1 or greater in the *All* field for number *6. Number of children with disability/additional needs (this includes both diagnosed and undiagnosed)* – then you will be asked the following question.

Total number of children with disability/additional needs diagnosed by the HSE?

Enter a number in the text box. Where there are no children attending your service with a diagnosis, please enter zero.

How many children from this group have been diagnosed with the following needs?

If you entered a figure of 1 or greater in the previous question: '*Total number of children with disability/additional needs diagnosed by the HSE?'* enter the number of children for each of the below diagnoses in the corresponding text box:

- *Physical disability*
- *Sensory impairment (hearing/sight)*
- *Learning/ intellectual disability*
- *Global developmental delay*
- *Speech and/or language*

- *Autism Spectrum Disorder*
- *Mental Health*
- *Other*

You must enter a number for each category. Where there are no children attending your service with a diagnosis under any of the five categories listed, please enter zero for those categories.

Note: If a child has more than one disability/additional need diagnosed by the HSE, they should be counted more than once.

Example: If a child has a physical disability and a learning/ intellectual disability they should be counted under each category

How many children from this group have been diagnosed with the following needs?

Physical disability	
Sensory impairment (hearing/sight)	
Learning/ intellectual disability	
Global developmental delay	
Speech and/or language	
Autism Spectrum Disorder	
Mental Health	
Other	
Total	0.00

Of the total number of children with additional needs diagnosed by the HSE (entered above), how many have a dual or multiple diagnosis? (e.g. the child has a diagnosis of both physical and learning disability)?
Enter a number in the text box.

Is your service building wheelchair accessible (as outlined in the Disability Act 2005)?
Select Yes or No from the dropdown.

Are your service grounds wheelchair accessible (as outlined in the Disability Act 2005)?
Select *Yes* or *No* from the dropdown.

5 Capacity and attendance

This section requests data on the number of places your service can offer by age range (non-school going and school going), service type and weekly fees.

There are separate age range tables for Early Learning and Care (non-school going children) places and School Age Childcare (school going children) places. Each table collects data on the number of children currently enrolled in the service as well as vacant places and any waiting lists that the service may operate.

Similar information is recorded by service type to determine the capacity of each session of care offered by service providers.

Capacity totals

The section opens with questions requesting overall totals for enrolments and vacant places in the service:

Total enrolments (number of unique children enrolled across all age groups)

Enter a number in the text box.

You should specify how many children are enrolled and currently occupy a place in your facility. List ALL individual children including those registered on DCEDIY Programme(s) e.g. ECCE, NCS, CCSP.

Note: the figure you enter here must equal the combined sum of all values in the 'Places currently occupied' columns entered later in both the 'Early Learning and Care' and 'School Age Childcare' tables.

Do you have any vacant places?

You must select *Yes* or *No*.

You should indicate '*Yes'* if the total number of places your service is currently able to offer is greater than the current number of places occupied for any age range or in any service type offered.

If you answered Yes to '*Do you have any vacant places?'*, you will be asked the following two questions.

What is the total number of vacant places for non-school going children aged up to 6 years?

Enter a number in the text box.

This is the number of places your service is currently able to offer non-school going children per day, minus the current number of places occupied on a typical day.

The figure you enter here cannot be higher (can be equal or lower) than the sum of 'Vacant places' entered later in the 'Early Learning and Care' table. For examples of recording multiple vacant places across age groups for non-school going children up to 6 years, please see scenarios 1-3 **below**.

What is the total number of vacant places for school going children aged 4 years and older?

Enter a number in the text box.

This is the number of places your service is currently able to offer school going children per day, minus the current number of places occupied on a typical day.

The figure you enter here cannot be higher (can be equal or lower) than the total 'Vacant places' entered later in the School Age Childcare' table. For examples of recording multiple vacant places across age groups for school going children aged 4 years and older, please see scenarios 4-5 **below**.

Does your service have a waiting list?

Select '*Yes'* or 'Yes, by age group only' or 'Yes, by service type only' or '*No'*.

Please select the appropriate value based on whether your service operates a waiting list by age group (i.e. a list of age groups with children awaiting places) or service type (i.e. specific sessions that have children awaiting places) or select '*Yes*' if a waiting list is operated for both.

Capacity by Age Group

You are then presented with tables to populate specific capacity information by age range.

Note: When recording places by age, apportion children to the relevant age group using their age at the time of the survey.

Early Learning and Care - Please indicate the number of places in the following categories for each school going age range:

Early Learning and Care
Please indicate the number of places in the following categories for each non-school going age range:

Age Range	Service offered?	Places currently occupied	Vacant places	Waiting list
Up to 1 year (0-12 months)	Yes ⌄	10	1	0
1 year+ to 2 years (13-24 months)	Yes ⌄	40	0	20
2 years+ to 3 years (25-36 months)	No ⌄			
3 years+ to 4 years (37-48 months)	No ⌄			
4 years+ to 5 years (49-60 months) Non-school going	No ⌄			
5 years+ to 6 years (61-72 months) Non-school going	No ⌄			

Service offered

You must select *Yes* or *No* from the dropdown values for each age group to indicate whether you cater for this age range.

If you select *Yes*, you must complete the corresponding boxes under the following headings:

Places currently occupied

How many children are enrolled and currently occupy a place in your facility? (List ALL individual children including those registered on DCEDIY Programme(s) e.g. ECCE, NCS, CCSP). You may enter zero if you offer a service to an age group but currently have no places occupied by children in that age range.

Vacant places

The number of places your service is currently able to offer, minus the current number of places occupied.

Note: this column will only be editable if you have answered 'Yes' to the earlier question *Do you have any vacant places?*

Note: One vacancy could be available to children from more than one age group. Please include that vacancy in the tables against each age group that could avail of the place. However, this vacancy should only be included once when answering the earlier question *What is the total number of vacant places for non-school going children aged up to 6 years?*

For examples of recording multiple vacant places across non-school going children up to 6 years, please see scenarios 1-3, below.

Scenario 1: Multiple vacant places that can be filled by multiple age ranges (non-school going children):

In total, your service has space for five more children. But some of the vacancies are available to more than one age group. Specifically, your service has one vacant place for '*Up to 1 year (0-12 months)*', three vacant places for **either** '*1 year+ to 2 years (13-24 months)*' **or** '*2 years+ to 3 years (25-36 months)*', one vacant place for '*3 years+ to 4 years (37-48 months)*' and zero vacant places for both for '*4 years+ to 5 years (49-60 months) non-school going*' and '*5 years+ to 6 years (61-72 months) non-school going*'. These vacancies should be listed in the age range table as demonstrated below But the total entered for the question - *'What is the total number of vacant places for non-school going children aged up to 6 years?'* should be '5' as the total number of additional ELC children that can be accommodated in the service is five (not 8).

Age range	Service offered?	Places currently occupied	Vacant places	Waiting list
Up to 1 year (0-12 months)			1	
1 year+ to 2 years (13-24 months)			3	
2 years+ to 3 years (25-36 months)			3	
3 years+ to 4 years (37-48 months)			1	
4 years+ to 5 years (49-60 months) non-school going			0	
5 years+ to 6 years (61-72 months) non-school going			0	

Scenario 2 Multiple ECCE vacant places that can be filled by multiple ECCE age ranges (non-school going children):

In total, your service has space for six more children, four of which are ECCE vacancies. But the ECCE vacancies are available to more than one age group. Specifically, your service has zero vacant places for '*Up to 1 year (0-12 months)*', one vacant place for '*1 year+ to 2 years (13-24 months)*', one vacant place for '*2 years+ to 3 years (25-36 months)*' and four vacant ECCE places. These vacancies should be listed in the age range table as demonstrated below. The total entered for the question - *'What is the total number of vacant places for non-school going children aged up to 6 years?'* should be '6' as the total number of additional ELC children that can be accommodated in the service is six (not 14).

Age range	Service offered?	Places currently occupied	Vacant places	Waiting list
Up to 1 year (0-12 months)			0	
1 year+ to 2 years (13-24 months)			1	
2 years+ to 3 years (25-36 months)			1	
3 years+ to 4 years (37-48 months)			4	
4 years+ to 5 years (49-60 months) non-school going			4	
5 years+ to 6 years (61-72 months) non-school going			4	

Scenario 3 Multiple vacant places that can only be filled by specific age ranges (non-school going children):

In total your service has space for seven more children and each vacancy is only available to one age group. Specifically, your service has zero vacant places for '*Up to 1 year (0-12 months)*', one vacant place for '*1 year+ to 2 years (13-24 months)*', zero vacant places for '*2 years+ to 3 years (25-36 months)*', two vacant places for '*3 years+ to 4 years (37-48 months)*', zero vacant places for '*4 years+ to 5 years (49-60 months) non-school going*' and four places for '*5 years+ to 6 years (61-72 months)*'. However, you have separate groups for children aged 3 years+ to 4 years (37-48 months) and 5 years+ to 6 years (61-72 months) non-school going and while these age ranges are encompassing ECCE age groups, the vacant places can only be taken up by children from relevant age groups. In such case, the vacancies should be listed in the age range table as demonstrated below. And the total number entered for the question - *'What is the total number of vacant places for non-school going children aged up to 6 years?' should be '7'* as the total number of additional ELC children that can be accommodated in the service is seven.

Age range	Service offered?	Places currently occupied	Vacant places	Waiting list
Up to 1 year (0-12 months)			0	
1 year+ to 2 years (13-24 months)			1	
2 years+ to 3 years (25-36 months)			0	
3 years+ to 4 years (37-48 months)			2	
4 years+ to 5 years (49-60 months) non-school going			0	
5 years+ to 6 years (61-72 months) non-school going			4	

Waiting list

Where your service has a waiting list, please indicate the number of children (at the time of survey completion) on your service's waiting list by age group. This number should only include children who require a place now and not those on a waiting list for subsequent years. Please enter zero if you operate a waiting list but currently have no children on it.

Note: this column will only be editable if you have indicated that you operate a waiting list by age group in *Does your service have a waiting list? By answering either "Yes" or "Yes, by age group only"*

Please indicate the number of places in the following categories for each School Age Childcare school going age range:

School Age Childcare
Please indicate the number of places in the following categories for each school going age range:

Age Range	Service offered?	Places currently occupied	Vacant places	Waiting list
4 years+ to 5 years (49-60 months) School going	No			
5 years+ to 6 years (61-72 months) School going	No			
6 years+ to 8 years (73-96 months)	No			
8 years+	No			

Service offered?

You must select *Yes* or *No* from the dropdown values for each age group to indicate whether you cater for this age range.

If you select *Yes*, you must complete the corresponding boxes under the following headings:

Places currently occupied

How many children are enrolled and currently occupy a place in your facility? (List ALL individual children including those registered on DCEDIY Programme(s) e.g. NCS, CCSP). You may enter zero if you offer a service to an age group but currently have no places occupied by children in that age range.

Vacant places

The number of places your service is currently able to offer per day, minus the current number of places occupied on a typical day.

Note: this column will only be editable if you have answered 'Yes' to the earlier question *Do you have any vacant places?*

Note: One vacancy could be available to children from more than one age group. Please include that vacancy in the tables against each age group that could avail of the place. However, this vacancy should only be counted once when answering the earlier question *What is the total number of vacant places for school going children aged 4 years and older?*

For examples of recording multiple vacant places across school going children please see scenarios 4 and 5, below.

Scenario 4 Multiple vacant places that can be filled by multiple age ranges (school going children):

In total, your service has space for six more children. But some of the vacancies are available to more than one age group. Specifically, your service has zero vacant places for '*4 years+ to 5 years (49-60 months) school going*', one vacant place for '*5 years+ to 6 years (61-72 months) school going*' and five vacant places for **either '*6 years +8 years (73-96 months)*' or '*8 years+*'**. These vacancies should be listed in the age range table as demonstrated below. But the total entered for the question - *'What is the total number of vacant places for non-school going children aged up to 6 years?'* should be '6' as the total number of additional school going children that can be accommodated in the service is six (not 11).

Age range	Service offered?	Places currently occupied	Vacant places	Waiting list
4 years+ to 5 years (49-60 months) school going			0	
5 years+ to 6 years (61-72 months) school going			1	
6 years +8 years (73-96 months)			5	
8 years+			5	

Scenario 5 Multiple vacant places some of which can be filled by specific age ranges (school going children) and some of which can be filled by multiple age ranges (school going children):

In total, your service has space for ten more children and each vacancy is only available to one age group. Specifically, your service has zero vacant place for '*4 years+ to 5 years (49-60 months) school going*', **five vacant places for '*5 years+ to 6 years (61-72 months) school going*' or five vacant places for '*6 years +8 years (73-96 months)*'** and five vacant places for '*8 years+*'. While the five vacant places can be taken up by children from either 5 years+ to 6 years (61-72 months) school going or 6 years +8 years (73-96 months), the five places for children aged 8 years+ are offered only to older children. These vacancies should be listed in the age range table as demonstrated below. But the total entered for the question - *'What is the total number of vacant places for non-school going children aged up to 6 years?'* should be '10'

as the total number of additional school going children that can be accommodated in the service is ten (not 15).

Age range	Service offered?	Places currently occupied	Vacant places	Waiting list
4 years+ to 5 years (49-60 months) school going			0	
5 years+ to 6 years (61-72 months) school going			5	
6 years +8 years (73-96 months)			5	
8 years+			5	

Waiting list

Where your service has a waiting list, please indicate the number of children (at the time of survey completion) on your service's waiting list by age group. This number should only include children who require a place now and not those on a waiting list for subsequent years. Please enter zero if you operate a waiting list but currently have no children on it.

Note: this column will only be editable if you have indicated that you operate a waiting list by age group in *Does your service have a waiting list?*

Note: the combined sum of all values in the 'Places currently occupied' columns from both the 'Early Learning and Care' and 'School Age Childcare' tables, must equal the number entered in the earlier 'Total enrolments (number of unique children enrolled across all age groups)' question.

Capacity by Service Type

This section records places by service type.

A child may be counted under *full day care* if they occupy a childcare place for a **full day** for 1 – 5 days (inclusive) a week.

Example:

A child attending for two full days a week may be counted once under full day care. Another child attending for five full days a week may also be counted once under full day care.

A **sessional a.m.** or **sessional p.m**. service is any service offering childcare places for children that spend a morning or afternoon in that service for 1 – 5 days (inclusive) a week.

A child may be counted under **part-time care** if they spend less than a full day and more than a session, in that service for 1 – 5 days (inclusive) a week.

Please indicate the number of the following (for ALL places) by service type(s):
For children of all ages

Service Type	Service offered?	Number of hours per day this service type operates	Number of days per week	Number of weeks per year Service Type operates	Places currently occupied	Vacant places	Waiting list
Full day care	Yes ⌄						
Part-time care	Yes ⌄						
Sessional a.m.	No ⌄						
Sessional p.m.	No ⌄						
School age childcare (after school) in term only	No ⌄						
Breakfast club	No ⌄						
Drop-in	No ⌄						

Service offered?

You must select *Yes* or *No* from the dropdown to indicate whether you offer each type of service.

You must select *Yes* for at least one service type.

If you select *Yes*, you must complete the corresponding boxes under the following headings:

Number of hours per day this service type operates.

You must provide the number of hours per day for each service type you provide (i.e. where you answered *Yes* in the service offered column). The number of hours for each service type must be between:

- Full day care – between 5.00 and 18.00
- Part-time care – between 3.50 and 5.00
- Sessional a.m. and p.m. – between 1.00 and 3.50
- 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

If the number of hours the service operates per day includes part of a full hour, please enter a decimal number e.g. for 2 hours and 15 minutes, please enter 2.25; for 3 hours and 30 minutes, please enter 3.50; for 4 hours and 45 minutes, please enter 4.75.

Number of days per week

You must provide the number of days a week for each service type you provide (i.e. where you answered *Yes* in the service offered column). The number of days for each service type must be between 1 and 7.

Number of weeks per year

You must provide the number of weeks per year for each service type you provide (i.e. where you answered *Yes* in the service offered column). The number of weeks for each service type must be between 1 and 52.

Places currently occupied

How many children are enrolled and currently occupy a place in your facility? (List ALL individual children including those registered on DCEDIY Programme(s) e.g. ECCE, NCS, CCSP). You may enter zero if you offer a service type but there are no places currently occupied for that service type.

Vacant places

The number of places your service is currently able to offer per day, minus the current number of places occupied on a typical day.

Note: this column will only be editable if you have answered 'Yes' to the earlier question Do you have any vacant places?

Please include vacancies in the table against each service type for which the vacancy could be availed of.

Note: One vacancy could be available to children for more than one service type.

For example of **multiple vacancies by service type** see scenario 6, below.

Scenario 6 (multiple vacancies by service type):

In total, your service has space for one more child but that vacancy could be available through multiple service types. Specifically, your service has one vacant full day care place, which could be offered to two part time care children. These vacancies should be listed in the age range table as demonstrated below.

Service type	Service offered?	Number of hours per day this service type operates	Numbers of days per week	Number of weeks per year this service type operates	Places currently occupied	Vacant places	Waiting list
Full day care						1	
Part-time care						3	
Sessional a.m. and p.m.						0	
School age childcare (after school) in term only						0	
Breakfast club						0	
Drop-in						0	

Waiting list

Where your service has a waiting list, please indicate the number of children (at the time of survey completion) on your service's waiting list by service type. This number should only include children who require a place now and not those on a waiting list for subsequent years. Please enter zero if you operate a waiting list but currently have no children on it.

Note: this column will only be editable if you have indicated that you operate a waiting list by service type in *Does your service have a waiting list? By answering either "Yes" or "Yes, by service type only"*

Early Learning and Care Fees

Please indicate the weekly fee before deductions and the hours this fee relates to (for the following age ranges and service types). Please complete for NON-school going children only:

This table asks for weekly fee data and the weekly hours of service for any full day care, part-time care, and sessional service that you currently provide. It should be completed for each age range and **for NON-school going children only**.

This table uses information you have already provided on the places available in your service to determine which boxes may be completed. You will not be able to enter a figure against an age range or service type that is not catered for in your service. If you only offer care to school going children, you will not be able to edit this table.

Please indicate weekly fee before deductions (for the following age ranges and service types) for NON-school going children only:

Age range	Full day care total weekly hours	Full day care total weekly fee	Part time care total weekly hours	Part time care total weekly fee	Sessional care total weekly hours	Sessional care total weekly fee
Up to 1 year (0-12 months)		€		€		€
1 year+ to 2 years (13-24 months)		€		€		€
2 years+ to 3 years (25-36 months)		€		€		€
3 years+ to 4 years (37-48 months)		€		€		€
4 years+ to 5 years (49-60 months)		€		€		€
5 years+ to 6 years (61-72 months)		€		€		€

Full day care total weekly hours; Part time care total weekly hours; Sessional care total weekly hours
Enter the number of hours per week each service type operates in the 'Total Weekly Hours' column. This should reflect the maximum number of hours available for a place over 5 days. The number of weekly hours for each service type must be between:
- Full day care – between 25.01 and 90.00
- Part-time care – between 17.51 and 25.00
- Sessional a.m. and p.m. – between 5.00 and 17.50

If the maximum number of hours the service operates per week includes part of a full hour, please enter a decimal number e.g. for 20 hours and 15 minutes, please enter 20.25; for 40 hours and 30 minutes, please enter 40.50; for 50 hours and 45 minutes, please enter 50.75.

Full day care total weekly fee; Part time care total weekly fee; Sessional care total weekly fee
Enter the weekly fee for each service type you provide. The fee should be based on 1 child attending 5 days a week for the maximum number of hours available. If you do not provide 5 days of provision, please record your fee to reflect what the cost would be for 5 days provision.

Please note, all fees should be before deductions for subsidies are applied.

Case examples
We appreciate that the number of hours available and fees charged may not be standard within each service type and age range offered. The examples below give some further guidance on completing your response.

Multiple sessions are offered for an age group:
Where your service offers multiple sessions to an age group, please base your response on the session that has the most hours.
Example:
Your service offers full day care to two groups of children aged 2 years+ to 3 years (25-36 months). Group A has children enrolled for 28 hours across the week. Group B has children enrolled for 26 hours across the week.
Please enter the weekly fee value for the session with most hours (i.e. Group A, 28 hours).

Not all children enrol for 5 days a week:
Where possible, please base your response on the fee you charge for a child who enrols 5 days a week. If you do not provide 5 days of provision, please record your fee to reflect what the cost would be for 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 that would apply if the session operated for 5 days a week i.e. €225

<div align="center">

1 Day: €135 ÷ 3 = €45.00
5 Days: €45 x 5 = €225.00

</div>

Not all children attend 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 over 5 days and the corresponding fee for those maximum hours.

Do not deduct subsidies from the weekly fee table.
All fees recorded should be the fee charged before deductions for NCS, ECCE, CCSP, subsidies are included.

Example: If you charge €170 for a full-time place, and the child receives €64.50 ECCE subvention, you should enter €170 as the fee.

School Age Childcare

Please state the hourly fee € (before deductions) of school-age childcare in term (after school).
Enter a number in the text box.

If you do not offer this service, please enter zero.

What is the maximum number of hours of school-age childcare in term (after school) offered per week?
Enter a number in the text box.

If you do not offer this service, please enter zero.

Do you offer school age childcare – out of term?
Select *Yes* or *No* from the dropdown.

If you answered Yes to the previous question, you will be asked the following three questions.

How many places can you offer for school-age childcare outside term?
Enter a number in the text box.

What is the weekly fee for school age children outside term (before deductions)?
Enter a number in the text box.

How many hours per week are covered by this weekly school age childcare fee?
Enter a number in the text box.

Are you planning to increase, decrease or maintain the number of places in your service in the next 12 months?
Select Increase, Decrease or Maintain from the dropdown.

If you are planning to increase or decrease the number of places in your service, please state the number of places:
Enter a number in the text box.

Is there space available to increase the current capacity of your childcare setting or increase the outside play area through capital works?

Select *Yes* or *No* from the dropdown.

Should funding be available, would there be space available to increase the current capacity or increase the outside play area.

6 Staff sections

The following 3 staff sections include a Staff ID field which is prepopulated with **all** active staff members, currently available within your Service Profile, relevant to that staff section i.e., Managerial staff ('*Managers*' and '*Deputy Managers*'), Childcare staff ('in ratio' staff and 'out of ratio' staff with job titles '*AIM Level 7*' and '*Relief/Cover Staff*') and Ancillary staff ('Out of ratio' staff, excl. staff with job titles '*AIM Level 7*' and '*Relief/Cover Staff*'). The first name, last name and staff id 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'.

Questions must be answered for all staff members in one of these sections. However, a staff member will 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.

6.1 Managerial staff

Please insert a section (using 'Add staff') for each managerial staff member working in your service.

(This page will automatically have one managerial staff box available to complete when you begin.)

To remove a manager (if added more than once in error), expand the entry you wish to remove and select the *Remove staff* button.

The Staff ID field is prepopulated with all the active 'Managers' and 'Deputy Managers' listed in your Service Profile. Please select each staff member in turn and answer the questions below.

Once completed, repeat for any additional managerial staff.

The page displays some Service Profile level information. If any of this information is incorrect, including wages, you can navigate to My Account > Service Profile {https://preportalsp.ncs.gov.ie/CoreFundingApplications/CoreFundingApplication/~/ServiceProfile/} and update it as necessary. The updated information will then be available when you refresh the survey.

Staff ID

Please select the managerial staff members on the list, including those working directly with children, and answer the questions below for each in turn.

Age band

Select one of the following age bands:
- 15-19 years
- 20-24 years
- 25-44 years
- 45-64 years
- 65 years and over

Gender

Select one of the following from the dropdown:
- *Female*
- *Male*
- *Other*
- *Prefer not to say*

Average number of hours worked per week:

Enter a number in the text box.

Does this manager also work directly with children?

Select *Yes* or *No* from the dropdown.

Average number of contact hours worked per week

Enter a number in the text box.

Average number of <u>non-contact</u> hours worked per week
(i.e. hours spent on administrative or other work, when not working directly with children):

Enter a number in the text box

Highest Early Years Qualification:

For qualifications, please provide information only on Childcare/Early Years Major Awards that have been completed. Non-childcare qualifications can be entered in under 'Other non-childcare qualifications'

Select one of the following qualifications from the dropdown:
- *No relevant qualification*
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7*
- *NFQ Level 8*
- *NFQ Level 9/10*

If you selected a qualification for the previous question, what country did the staff member acquire their Early Years qualification?

Select a country from the dropdown.

Is this manager in the process of qualifying for an Early Years qualification?

Select *Yes* or *No* from the dropdown.

If you selected Yes for the previous question, what qualification are they in the process of qualifying for?

Select one of the following qualifications from the dropdown:
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7*
- *NFQ Level 8*
- *NFQ Level 9/10*

Number of years working in the current service:

Select the number of years from the dropdown list.

Number of years working in the Early Years sector:

Select the number of years from the dropdown list.

Employment scheme / government funded programme (if applicable):

Select the relevant answer from the dropdown:
Note: the following options will be available for Community services:

- *Not applicable*
- *CE - Community Employment*
- *CSP - Community Services Programme*
- *JI - Job Initiative Scheme*
- *JobsPlus*
- *Tús*
- *YESS - Youth Employment Support Scheme*

And the following options will be available for Private services:
- *Not applicable*
- *JobsPlus*
- *YESS - Youth Employment Support Scheme*

Average hourly wage per hour

This information has been provided in the Service Profile. If this figure is incorrect, please update in the Service Profile.

6.2   Childcare staff

Please insert a section (using 'Add staff') for each staff member working directly with children (excluding managers) in your service. (This page will automatically have one staff member working directly with children box available to complete when you begin.)

To remove a staff member working directly with children (if added more than once in error) expand the entry you wish to remove and select the '*Remove staff*' button.

The Staff ID field is prepopulated with all active in ratio staff listed in your Service Profile. It also includes out of ratio staff with job titles 'AIM Level 7' and 'Relief/Cover Staff'. Note: if any staff are job sharing, information on both staff should be provided in the survey. Please select each staff member in turn and answer the questions below.

Once completed, repeat for any additional staff working directly with children.

The page displays some Service Profile level information. If any of this information is incorrect, including wages, you can navigate to My Account > Service Profile {https://preportalsp.ncs.gov.ie/CoreFundingApplications/CoreFundingApplication/~/ServiceProfile/} and update it as necessary. The updated information will then be available when you refresh the survey.

Staff ID
Please select the staff members on the list who work directly with children (excluding managers) and answer the questions below for each in turn.

Job title

Select one of the job titles from the dropdown (that best reflects the position of each staff member):
- *Lead Educator*
- *Educator*
- *Student placement / Volunteer*
- *Relief / Cover*

Is this role funded in whole or in part by AIM Level 7?

Select one of the following from the dropdown:

- *No*
- *Yes, part funded through AIM Level 7*
- *Yes, completely funded through AIM level 7*

Age band

Select one of the following age bands:
- 15-19 years
- 20-24 years
- 25-44 years
- 45-64 years
- 65 years and over

Gender

Select one of the following from the dropdown:
- *Female*
- *Male*
- *Other*
- *Prefer not to say*

Average number of hours worked per week:

Enter a number in the text box.

Average number of <u>contact</u> hours worked per week

Enter a number in the text box.

Average number of <u>non-contact</u> hours worked per week (i.e. hours spent on administrative or other work, when not working directly with children):

Enter a number in the text box.

Highest Early Years Qualification:

For qualifications, please provide information only on Childcare/Early Years Major Awards that have been completed. Non-childcare qualifications can be entered in under 'Other non-childcare qualifications'

Select one of the following qualifications from the dropdown:
- *No relevant qualification*
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7*
- *NFQ Level 8*
- *NFQ Level 9/10*

If you selected a qualification for the previous question, what country did the staff member acquire their Early Years qualification?

Select a country from the dropdown.

Is this staff member in the process of qualifying for an Early Years qualification?

Select *Yes* or *No* from the dropdown.

If you selected Yes for the previous question, what qualification are they in the process of qualifying for?

Select one of the following qualifications from the dropdown:
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7*
- *NFQ Level 8*
- *NFQ Level 9/10*

Number of years working in the current service:

Enter the number of years in the text box.

Number of years working in the Early Years sector:

Enter the number of years in the text box.

How many weeks per year are paid for this staff member (including holidays and other leave entitlements)?

Enter the number of weeks in the text box.

Average hourly wage per hour

This information has been provided in the Service Profile. If this figure is incorrect, please update in the Service Profile.

6.3 Ancillary staff

Please insert a section (using 'Add staff') for each ancillary staff member in your service. (This page will automatically have one ancillary staff entry available to complete when you begin.)

To remove a staff member (if added more than once in error), expand the entry you wish to remove and select the *Remove staff* button.

The Staff ID is prepopulated with all active out of ratio staff listed in your Service Profile, except for those with job titles 'AIM Level 7' and 'Relief/Cover Staff'. Please select each staff member in turn and answer the questions below.

Once completed, repeat for any additional ancillary staff.

The page displays some Service Profile level information. If any of this information is incorrect, you can navigate to My Account > Service Profile {https://preportalsp.ncs.gov.ie/CoreFundingApplications/CoreFundingApplication/~/ServiceProfile/} and update it as necessary. The updated information will then be available when you refresh the survey.

Staff ID
Please select the ancillary staff on the list and answer the questions below for each in turn.

Average number of hours worked per week:

Enter a number in the text box.

Please state the average hourly wage of this staff member €:

Enter the hourly wage amount in the text box.

If the staff member is not on a specific hourly wage, consider their gross income last month and divide it by the hours worked during that period of pay.

How many weeks per year are paid for this staff member (including holidays and other leave entitlements)?

Enter a number in the text box.

7 Vacancies/turnover

In this section, please provide information for staff working directly with children only.

How many staff have left your service in the previous 12 months?

Enter a number in the text box.

This refers to staff that permanently left the service and does not include temporary lay-offs.

To the best of your knowledge, how many of the above staff have:

Enter the number of staff that left your service for each of the provided reasons in the table:
- *Moved to another early years service provider*
- *Left the early years sector*
- *Left Ireland*
- *Permanently left the service for reasons related to COVID-19 (this does not include temporary lay-offs)*
- *Don't know*

If no staff left for a provided reason, please enter zero. Please list one reason per staff that left. (Note: If no staff have left, this table will not be editable.)

* To the best of your knowledge, how many of the above staff have:	
Moved to another early years service provider	1
Left the early years sector	1
Left Ireland	1
Permanently left the service for reasons related to Covid-19 (this does not include temporary lay-offs)	0
Don't know	1
Total	4.00

The sum of values provided in this table must equal the number of staff provided in *How many staff have left your service in the past 12 months?*

Of the staff who left, please indicate what level of qualification they had:

Enter the number of staff that left your service for each of the provided qualifications in the table:

- *NFQ Level 4/ no qualification*
- *NFQ Level 5*
- *NFQ Level 6*
- *NFQ Level 7 or above*
- *Don't know*

If no staff left for a provided qualification level, please enter zero.

* Of the staff who left, please indicate what level of qualification they had:	
NFQ Level 4/ no qualification	1
NFQ Level 5	1
NFQ Level 6	1
NFQ Level 7 or above	1
Don't know	0

The sum of values provided in this table must equal the number of staff provided in *How many staff have left your service in the past 12 months?*

How many staff vacancies do you currently have in your service?

Enter a number in the text box.

Please categorise the number of staff vacancies in your service by role:

Enter the number of staff vacancies in your service for each of the provided qualifications:

- *Centre manager*
- *Deputy/assistant manager*
- *Educator*
- *Lead educator*
- *SAC practitioner*
- *SAC coordinator*

Where there is no vacancy for any of the provided roles, please enter zero.

The sum of values provided in this table must equal the number of staff vacancies provided in the section: *How many staff vacancies do you currently have in your service?*

Average number of weeks taken to fill vacancies for staff, in the last 12 months:

Enter a number in the text box.

In the last 12 months, have you experienced challenges in relation to recruiting suitably qualified staff?

Select *Yes* or *No* from the dropdown.

If you selected Yes in the previous question, what are these challenges?

Select *Yes* or *No* from the dropdown for each of the following challenges:

- Advertised but no applicants
- Applicants did not meet regulatory minimum qualification requirement
- Applicants did not meet qualification requirements for graduate role
- Applicant declined interview/job offer due to wage
- Applicant declined interview/job offer due to hours of work
- Applicant declined interview/job offer due to location

Have you actively recruited/advertised for staff living overseas in the past 12 months?

Select *Yes* or *No* from the dropdown.

8 First Five activities

Which of the following induction activities are available for new staff in your service?

Select *Yes* or *No* from the dropdown for each of the following induction activities:
- *Courses/seminars attended in person*
- *Online courses/seminars*
- *Online activities (e.g. virtual communities)*
- *Planned meetings with the service manager and/or experienced staff*
- *Supervision by the service manager and/or experienced staff*
- *Networking/collaboration with other early learning and care services*
- *Working in a team with experienced staff*
- *Portfolios/diaries/journals*
- *Reduced workload*
- *General/administrative introduction*
- *Mentoring*

Are staff in your service offered any of the following to participate in professional development?

Select *Yes* or *No* from the dropdown for each of the following professional developments:
- *Release from working with children for activities during regular working hours*
- *Non-monetary support for activities outside working hours (e.g. reduced contact time with children, days off, study leave)*
- *Reimbursement or payments of costs*
- *Materials needed for the activities*
- *Monetary supplements for activities outside working hours*
- *Non-monetary rewards (e.g. resources/materials for the room, book vouchers, software/apps)*
- *Increased salary*

During the last 12 months, did your service (either alone or in conjunction with another organisation) provide any of the following to parents or guardians?

Select Yes or No from the dropdown for each of the following options:
- *Workshops or courses for parents or guardians regarding child rearing or child development*
- *Support for parents' or guardians' involvement with the operation of the service (e.g. fund raising)*
- *Meetings to allow parents or guardians to contribute to management decisions of the service*
- *Setting up events for families and prospective parents or guardians to visit the service*
- *Supporting parents/guardian with the Irish language*

How often do the following activities take place in the service?

Select *Daily*, *Weekly*, *Monthly*, *Less than monthly* or *Never* for each of the following activities:
- *Informal communication with parents or guardians (e.g. informal conversations on children's development or activities)*
- *Formal communication with parents or guardians (e.g. attending parent-staff meetings)*
- *Communication with staff and/or managers from other early learning and care services*
- *Cooperation with child, family or social services (e.g. Túsla, family support services)*
- *Collaboration with health-related services (e.g. child health services providing screening and support regarding child or family health)*
- *Compliance with regulations*

Does this service undertake any of the following activities in order to facilitate children's transition to primary school?

Select *Yes* or *No* from the dropdown for each of the following activities:

- *Communicate with primary schools about children expected to transition to primary school.*
- *Share child's learning and development records, for example my inclusion plan /mo scéal/ learning portfolio*
- *Invite primary schools teachers and/or principals to observe the service's practices*
- *Organise joint-visits for children to their primary schools*
- *Hold meetings with primary school staff (e.g. to help ensure staff mutual understanding of programme goals or curricula at each level)*
- *Offer in-service training sessions for the staff regarding transition issues*
- *Provide activities for parents or guardians to understand the transition issues their children may face (e.g. sessions about primary education, joint meetings with parents or guardians of primary children)*
- *Preparing children for transition through planned for curricular experiences*

9 Declaration and submitting

I hereby agree that the information provided and submitted through this Sector Profile is true and correct to the best of my knowledge.

Accept the declaration by ticking the box.

Please enter in the name of the person who completed the survey. If multiple people have inputted data, then please enter in the name of the person assuming overall responsibility for the information provided.

Pobal reserves the right to contact the respondent for the purpose of data quality and verification.

Select the *Submit* button to submit your Annual Early Years Sector Profile.

An option will then be given to return to the survey should you need to make changes to it (click *Cancel*) or to submit the survey (click *Submit*).

You can view your submitted Sector Profile on the *Surveys* page of the Early Years Hive under the *Submitted Surveys* section of the page.