

9 April 2010

A Chara,

I would like to invite you, as an existing participant in the Early Childhood Care and Education (ECCE) scheme, to re-enter the scheme for the period September 2010/August 2011, by completing and returning the enclosed Application Form to this Office by 30 April 2010.

**Please note, if you have moved premises or changed the level of service being provided, you are requested to contact your local City or County Childcare Committee (CCC) as you will need to complete a more detailed application process.**

Your ECCE ID number, requested at question 1 of the Application Form, is the same as that allocated to you in 2009.

In question 2, you are asked to confirm whether you wish to re-apply for an exemption to provide the pre-school year over 157 days (4 daily sessions of 3 hours 30 minutes over 41 weeks). If yes, you are asked to state the reason why it is necessary for you to seek this exemption.

If you answer "no" to questions 3, 4 or 5, you should return a copy of your Tax Clearance Certificate, the relevant new staff qualifications, or a completed EFT form, with this Application Form. In regard to question 3 which concerns Tax Clearance Certificates, if you do not have an up to date Tax Clearance Certificate and will be immediately applying for one, you are asked not to delay the return of this Form by 30 April. Your Tax Clearance Certificate will be accepted up by this Office to 11 June 2010.

**Please note, a contact email address, as requested at question 6, must be provided as a condition of the contract.**

General Terms and Conditions for the scheme are available at [www.omcya.ie](http://www.omcya.ie). The contractual provisions governing the scheme will be available shortly and will be broadly similar to those of your previous contract. The contractual term is expected to run for two years, (to end August 2012) but can be terminated by either party from the end of August 2011. You will, however, be asked to complete a similar form in March 2011 confirming that your service details are still valid.

Yours faithfully,



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Moira O' Mara  
Childcare Directorate

9 Aibreán 2010

A Chara,

Ba mhaith liom cuireadh a thabhairt duit, mar rannpháirtí cheana féin sa scéim um Chúram agus Oideachas Luath-Óige (ECCE), dul isteach sa scéim arís don tréimhse Meán Fómhair 2010/Lúnasa 2011, tríd an Fhoirm Iarratais atá faoi iamh a líonadh isteach agus a sheoladh ar ais chuig an Oifig seo faoin 30 Aibreán 2010.

**Tabhair faoi deara, má tá d'áitreabh nó an leibhéal seirbhíse atá á soláthar athraithe agat, iarrtar ort teagmháil a dhéanamh le do Choiste Cathrach nó Contae um Chúram Leanaí (CCC) toisc go mbeidh ort próiseas iarratais níos mionsonraithe a chomhlánú.**

Beidh d'uimhir aitheantais ECCE, atá iarrtha i gceist 1 den Fhoirm Iarratais, mar an gcéanna leis an gceann a tugadh duit in 2009.

I gceist 2, iarrtar ort dearbhú má tá fonn ort iarratas a dhéanamh in athuair ar dhíolúine leis an mbliain réamhscoile a sholáthar thar 157 lá (4 sheisiún laethúla 3 uair an chloig agus 30 nóiméad a sholáthar thar 41 seachtain). Má tá, iarrtar ort a rá cén fáth go gcaithfidh tú an díolúine seo a iarraidh.

Má tá "níl" tugtha mar fhreagra agat ar cheisteanna 3, 4 nó 5, ba cheart duit cóip de do Dheimhniú Imréiteach Cánach a sheoladh ar ais, chomh maith le cóipeanna de cháilíochtaí ábhartha na foirne nua, agus/nó foirm chomhlánaithe EFT in éineacht leis an bhFoirm Iarratais seo. Maidir le ceist 3, a bhaineann le Deimhniú Imréitigh Cánach, más rud é nach bhfuil Deimhniú Imréiteach Cánach cothrom le dáta agat agus go mbeidh iarratas á dhéanamh agat láithreach ar cheann nua, iarrtar ort an Fhoirm seo a sheoladh ar ais gan mhoill agus é sin a dhéanamh faoin 30 Aibreán. Glacfaidh an Oifig seo le do Dheimhniú Imréiteach Cánach go dtí an 11 Meitheamh 2010.

**Tabhair faoi deara go gcaithfear seoladh ríomhphoist teagmhála a sholáthar, mar a iarrtar i gceist 6, mar choinníoll den chonradh.**

Is féidir Téarmaí agus Coinníollacha Ginearálta na scéime a fháil ag [www.omcya.ie](http://www.omcya.ie). Beidh forálacha conartha na scéime le fáil go luath agus iad cosúil a bheag nó a mhór leis na cinn a bhain le do chonradh roimhe seo. Táthar ag súil go mairfidh an téarma conartha ar feadh dhá bhliain (go deireadh Lúnasa 2012) ach is féidir le ceachtar páirtí é a fhoirceannadh ó dheireadh Lúnasa 2011. Iarrfar ort, áfach, foirm den chineál céanna a chomhlánú i Márta 2011 ag rá go bhfuil do shonraí seirbhíse fós bailí.

Is mise le meas,



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Moira O'Mara  
Stiúrthóireacht Cúram Leanaí

**APPLICATION FORM**

**FREE PRE-SCHOOL YEAR IN EARLY CHILDHOOD CARE AND EDUCATION  
(ECCE) SCHEME - SEPTEMBER 2010 / AUGUST 2011**

This Application Form should be completed and returned to the Childcare Directorate, OMCYA, Hawkin's House, Dublin 2, not later than 30 April 2010.

1. ECCE ID number: 09 \_\_\_\_\_  
Name of Facility \_\_\_\_\_ (Block letters)

2. Please confirm whether you wish to seek an exemption to provide the pre-school year over 41 weeks (157 days) by providing 4 daily sessions of 3 hours 30 minutes (rather than 5 daily sessions of 3 hours over 183 days)

Yes  No

If the answer is YES, please state the reason you require this exemption .....

.....

3. Please confirm that you have already forwarded a Tax Clearance Certificate to this Office which continues to be valid:

Yes  No

If the answer is no, please confirm:

(a) that an up to date tax clearance certificate is being returned with this form, or

(b) that you will apply for a tax clearance certificate and return it to this Office by 11 June 2010.

4. Please confirm that the Pre-School Leader (and, where relevant, the Pre-School Assistant) qualifications which were forwarded by you in respect of your ECCE application for January 2010 continue to be valid (i.e. the qualified staff notified by you to this Office in 2009 continue to work in your service) and that the staff/child ratios continue to be adhered to.

Yes  No

If the answer is no, please attach copies of relevant qualifications held by any new staff.

Where staff in your service held interim qualifications and have since received higher awards, please include these with your Application Form with a cover note to this effect.

5. Please confirm that the bank account details which you have provided to this Office continue to be valid.

Yes  No

If the answer is no, please complete the Electronic Transfer of Funding (EFT) form, available on [www.omcya.ie](http://www.omcya.ie), and return it to this Office with this application form.

6. Please provide a contact Email address which can be used for communications with this Office. **The supply of a contact Email address is a contractual requirement of the scheme.**

Email address: \_\_\_\_\_

7. If your contact details have changed please supply your new contact details below:

Contact Name:

Contact Address:

Contact Tel. No:

8. Please complete the following:

I wish to apply on behalf of \_\_\_\_\_ (childcare facility) to re-enter the ECCE scheme for the period September 2010/August 2011 and I certify that the information given above is true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## FOIRM IARRATAIS

### BLIAIN RÉAMHSKOILE SHAOR IN AISCE SA SCÉIM UM CHÚRAM AGUS OIDEACHAS LUATH-ÓIGE (ECCE) - MEÁN FÓMHAIR 2010 / LÚNASA 2011

Ba cheart an Fhoirm Iarratais seo a líonadh isteach agus a sheoladh ar ais chuig an Stiúrthóireacht Cúram Leanaí, OALGÓ, Teach Hawkins, Baile Átha Cliath 2, tráth nach déanaí ná 30 Aibreán 2010.

1. Uimhir aitheantais ECCE: 09 \_\_\_\_\_ Ainm na Saoráide \_\_\_\_\_  
(Bloclitreacha)

2. Dearbhaigh le do thoil, má tá fonn ort iarratas a dhéanamh ar dhíolúine leis an mbliain réamhscoile a sholáthar thar 41 seachtain (157 lá) trí 4 sheisiún laethúla a mhairfidh 3 uair an chloig agus 30 nóiméad a sholáthar, (in áit 5 sheisiún laethúla a mhairfidh 3 uair an chloig thar 183 lá)

Tá  Níl

Más **Tá** é d'fhreagra, dearbhaigh le do thoil an fáth go bhfuil an díolúine seo uait .....

.....

3. Dearbhaigh le do thoil, go bhfuil Deimhniú Imréiteach Cánach atá bailí go fóill seolta ar aghaidh agat chuig an Oifig seo:

Tá  Níl

Más níl é d'fhreagra, dearbhaigh le do thoil:

(a) go bhfuil deimhniú imréiteach cánach cothrom le dáta á chur ar ais in éineacht leis an bhfoirm seo, nó

(b) go ndéanfaidh tú iarratas ar dheimhniú imréiteach cánach agus go seolfaidh tú é chuig an Oifig seo faoin 11 Meitheamh 2010.

4. Dearbhaigh le do thoil go bhfuil na cáilíochtaí Ceannaire Réamhscoile (agus nuair is cuí, na cáilíochtaí Cúntóra Réamhscoile) a sheol tú ar aghaidh chugainn fós bailí maidir le d'iarratas ECCE d'Eanáir 2010 (.i. go bhfuil na baill foirne cáilithe mar a léirigh tú don Oifig seo in 2009 ag obair go fóill i do sheirbhís) agus go gcloítear go fóill leis na cóimheasa foireann le leanbh.

Tá  Níl

Más níl é d'fhreagra, cuir faoi iamh cóipeanna de na cáilíochtaí ábhartha atá ag aon duine den fhoireann nua.

Áit go raibh cáilíochtaí eatramhacha ag baill foirne áirithe sa tseirbhís agus go bhfuil dámhachtainí níos airde faighte acu ó shin, déan iad sin a chur faoi iamh leis an bhFoirm Iarratais, i dtaca le nóta clúdaigh chun na críche sin.

5. Dearbhaigh le do thoil, go bhfuil na sonraí cuntais bainc a tugadh don Oifig seo fós bailí.

Tá  Níl

Más rud é nach bhfuil, déan an fhoirm do Ríomhaistriú Airgid (EFT) atá ar fáil ag [www.omcya.ie](http://www.omcya.ie) a chomhlánú agus seol ar ais í chuig an Oifig seo in éineacht leis an bhfoirm iarratais seo.

6. Cuir seoladh ríomhphoist teagmhála ar fáil a úsáidfear le haghaidh cumarsáide leis an Oifig seo. **Is ceanglas conartha de chuid na scéime seo seoladh Ríomhphoist a chur ar fáil.**

Seoladh ríomhphoist: \_\_\_\_\_

7. Má tá athrú tagtha ar do shonraí teagmhála, cuir do shonraí teagmhála nua ar fáil thíos:

Ainm Teagmhála:

Seoladh Teagmhála:

Uimhir Ghutháin Teagmhála:

8. Comhlánaigh é seo a leanas le do thoil:

Is mian liom iarratas a dhéanamh thar ceann \_\_\_\_\_ (an tsaoráid chúram leanaí) dul isteach sa scéim ECCE arís don tréimhse Meán Fómhair 2010/Lúnasa 2011 agus deimhním go bhfuil an t-eolas atá tugtha thuas fíor agus cruinn.

Sínithe: \_\_\_\_\_ Dáta: \_\_\_\_\_