

The Process of Securing a CE Childcare place

The County Childcare Committees (CCCs) circulate a list of Childcare Providers to all Schemes.

New Entrants

Following the referral process, when a Sponsor offers a position to a successful applicant, the Sponsor advises applicant of the CE Childcare (CEC) programme and gives the applicant a list of Childcare Providers.

Applicant contacts Childcare Provider to book a place. (Applicant uses letter of offer of a CE Place to do this).

Once the applicant starts on CE, the Sponsor will give the applicant a letter stating that they are participating on CE and the start date and end date of the programme.

The applicant brings this to the Childcare Provider to confirm take-up of the CE childcare place.

On taking up the CE childcare place the Sponsor will advise the DSP Officer and record the allocation of CE childcare places on the Scheme using:

1. Participant's name
2. Child's name.

Existing Participants

Sponsor will notify existing participants of the CE Childcare (CEC) Programme.

Participants will self-declare interest in a CE Childcare place, based on criteria.

Sponsor gives participant a list of Childcare Providers participating in the CE Childcare Programme.

Sponsor gives participant a letter stating that the participant is on CE and the start date and end date of the programme.

Participant contacts a Childcare Provider to secure a place and gives Childcare Provider the letter from Sponsor to confirm they are participating on CE.

Childcare Provider accepts letter and participant takes up a CE Childcare place.

Participant informs Sponsor they have a CE Childcare place. Sponsor will advise the DSP Officer and record the allocation of the CE childcare places on the Scheme using:

1. Participant's name
2. Child's name.