

Ten Steps to Completing Quality Support Request Form with County Childcare Committee

1. Contact your local County Childcare Committee (CCC) to request support with Better Start Quality Development Service, your local CCC will send you a Quality Support Request form.
2. In partnership with the County Childcare Committee complete Better Start **Quality Development Request Form**. (*one page*)
3. **Completed all sections** of the Quality Request form, paying particular attention to current enrolment numbers. (*Please note full time, part-time, sessional and total figures must add up correctly. Incorrect figures will be returned for clarification.*)
4. **Sign and date** the form, any form not signed and dated cannot be accepted and will be returned to you by your CCC.
5. **Service Owner/Manager will email** the completed form to their local CCC.
6. In the email subject line to the CCC clearly state the following: **Better Start Quality Request Form (Include service DCYA reference number)**.
7. A service owner/manager may also wish to **send additional information** to support a request for Quality Development Support. This can be included in the email to the CCC. Please refer to the Better Start Criteria document "Priority Request" section.
8. The CCC will send the request from to Better Start Enquires (enquiries@betterstart.ie). The Better Start team will review the request at an allocations meeting.
9. The CCC will be informed of the outcome of the allocations meeting and the CCC will then inform the service owner/manager if an EYS is allocated.
10. When a Better Early Years Specialist (EYS) has been allocated, the service owner/manager will receive a phone call from the EYS to arrange a first visit and discuss the services priorities for support. This is the beginning of your Better Start Quality Development engagement.

*If a service wishes to enquire if Better Start have received a Quality Request Form for their service from the CCC or have any general enquiries, please contact Better Start at **Tel: 01-5117888** or **Email : enquiries@betterstart.ie**.*

