



# YOUR EARLY YEARS HIVE SNAPSHOT

4 December 2023

Upcoming task	Who should do it?	What do I need to do?	When do I need to do it?
<b>National Childcare Scheme (NCS) Returns</b>	Services offering NCS 2023/24	Complete weekly attendance returns for the previous week on the Returns page	<ul style="list-style-type: none"> <li>• 27 Nov-3 December returns due Tuesday 5 December</li> <li>• 4-10 December returns due Tuesday 12 December</li> </ul>
<b>AIM Level 5 Equipment Transfer of Ownership</b>	Services with any outstanding Transfer of Ownership	Fully complete the Transfer of Ownership form with all required signatures and submit	<ul style="list-style-type: none"> <li>• By Thursday 7 December</li> </ul>

The tasks above are for general guidance only. You may have additional tasks outstanding. Please regularly check the announcements page and the notifications page of the Early Years Hive.

You might have missed:	Who is it relevant to?	Where can I find it?
<b>Core Funding Financial Reporting Documents and Guidance to be simplified and streamlined</b>	All Core Funding Partner Services	To be communicated in the near future
<b>Improvements to Help &amp; Support on the Early Years Hive</b>	All Early Years Hive users looking for guidance	Help and Support section of the Early Years Hive