Early Years Registration Office

Second Floor,

 Estuary House,

Henry Street,

Co. Limerick

Phone: 061 440600

Email: cic.eyi@tusla.ie

**Cessation of Service - Notification of Change in Circumstances**

In accordance with The Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018, Part 2 Regulation 7 (4): ‘A Registered Provider who ceases to carry on the school age service shall, **not later than 28 days** after the cessation of the service, give notice in writing to the Agency of the cessation.’

The following notification is required to be completed where a person ceases to carry on a **School Age Service.**

**Notification of Cessation of a School Age Service**

|  |  |
| --- | --- |
| Name of Register Provider: |   |
| Name of Service: |  |
| Address of Service: |   |
| Contact Mobile Number: |   |
| Contact E-Mail: |   |
| Tusla School Age ID: | TU SA |
| Service Type: |   | Date of Closure: |   |
| Reason for Closure: |   |
| No. of places in the service: |   |
| (NB this should detail all school age children who attended the service i.e. number on the register.) |
| I wish to inform you that I have ceased to operate a school age service at the above address. |
| Print Name: |   | Date: |  |
| Signature: |   |
| ***For official use only:*** |
| Date of follow up visit / telephone call or evidence recorded on file |   |
| Date acknowledgement sent: |   |