Early Years Registration Office

Second Floor,

Estuary House,

Henry Street,

Co. Limerick

Phone: 061 440600

Email: [cic.eyi@tusla.ie](mailto: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: | | | | | |  | | | | | | |