



National Service Director,  
Children's Services Regulation,  
2<sup>nd</sup> Floor,  
Estuary House,  
Henry Street,  
Limerick.

**By Email**

**Re: Update on Re-registration of Early Years Services**

**Date: 5<sup>th</sup> December 2019**

Dear Provider,

As you will be aware, the deadline for receipt of applications for re-registration is approaching (12<sup>th</sup> December 2019).

I would like to thank the majority of providers who have now submitted applications. There are currently 3,471 applications in process, which is 85% of all providers required to re-register.

***I submitted my application. What happens next?***

If you have already submitted your application with the essential documents, **your service will be re-registered.**

This means that you can continue operation of your service from 1st January 2020.

All providers will be issued a further individual confirmation of re-registration no later than 20<sup>th</sup> December 2019.

Where there are further documents or actions required arising from your application, we will make contact from January onwards to address this.



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***I haven't submitted my application yet. What should I do?***

Any providers who have not yet submitted an application are required to submit an application with the essential documents on or before 12th December 2019.

If you submit your application with the relevant essential documents on or before 12th December 2019, **your service will be re-registered**. This means that you can continue operation of your service from 1st January 2020. All providers will be issued a further individual confirmation of re-registration no later than 20<sup>th</sup> December 2019.

As outlined in previous correspondence, essential documents required on or before 12th December 2019 are:

- Garda vetting
- Two references
- Certificate or registration number
- Proof of identity
- Confirmation of insurance cover
- Statement of purpose or function
- Safety statement
- Signed declaration

If you have not submitted your application on or before 12th December 2019, we cannot guarantee that your service will be re-registered in time to allow you to operate from 1<sup>st</sup> January 2020.

***I have started my application but have not yet submitted. What should I do?***

All applications must be submitted on or before 12th December 2019. If you have started the application, you must fully submit your application with all your essential documents as outlined above.

***I have queries about the application process. What should I do?***

Tusla has set up a dedicated ICT call-back support system for early years' service providers which are available 9am to 9pm Monday to Friday and 9am to 1pm on Saturday and Sunday up to the re-registration deadline date of 12th December 2019.



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For queries about the online portal, please email [portalsupport@tusla.ie](mailto:portalsupport@tusla.ie) for assistance and a member of the team will call you back.

If you have other queries relating to re-registration you can email [ey.registration@tusla.ie](mailto:ey.registration@tusla.ie) or call 061 461700.

We will continue to communicate with providers in the coming weeks to support the re-registration process.

Yours sincerely,

Ms Fiona McDonnell  
National Service Director  
Children Services Regulation