



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Registration Office
Early Years Inspectorate
2nd Floor
Estuary House
Henry Street
Limerick
061 461 715

14th December 2020

Re: Completion of 2019 Re-registration of Early Years Preschool Services

Dear Provider,

I hope this correspondence finds you and all in your service well during this difficult time. I would like to take this opportunity to update you in relation to the completion of your service's re-registration.

As you are aware, the re-registration of most early years preschool services took place in the latter part of 2019. In an effort to assist providers at that time, the process was divided into two parts. The first part was completed at the end of last year and the deadline for the second part (submission of remaining documents) postponed until June of this year. Given the unprecedented situation with COVID-19 a decision was taken in March of this year to further defer the deadline until a date in 2021.

I now wish to advise you that the final deadline for submission of all remaining documentation for the completion of the re-registration process is close of business on **Monday 1st November 2021**. This is the final deadline and I would ask you to ensure that you have the required documentation in order and submitted well in advance of this deadline to allow time for any corrections or changes.

In May of this year you will have received a message via the portal advising you of the outstanding documentation for your application and the contact details of the Tusla staff member who is available to provide assistance with the completion of your application. Your portal application remains open to you at this time and the application can be finalised by you should you wish to do so now. All documents should be submitted through the portal.

If you have multiple documents to submit, you can submit them through the online portal as they become available. When you have submitted the remaining documents, the person assigned to your case will assess the documentation and liaise with you through the portal. Only completed applications with the correct supporting documentation can be processed.

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Cigireacht na Luathbhlianta

Urlár 2, Teach Inbhir, Sráid Anraí, Luimneach

Early Years Inspectorate

Floor 2, Estuary House, Henry Street, Limerick

t. +353 (061) 461 715

www.tusla.ie



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It is really important that you prioritise the completion of the process. The documents required are essential regulatory requirements and it is a statutory responsibility to ensure that your premises are fit for purpose and comply with the requirements of relevant safety legislation. They also serve to assure parents that every step has been taken to ensure the safety and welfare of children.

The re-registration team are on hand for any assistance you might need in this process, or to answer any queries you might have.

You can contact them via:

- Email - re.registration@tusla.ie
- Phone - 061 461715

We also have guidance available to assist you, which you can find on our website www.tusla.ie or on the portal.

Further assistance in relation to re-registration is also available from your local City/County Childcare Committee at www.myccc.ie.

Yours sincerely,

Jane Hayes
Interim Registration Manager,
Early Years Inspectorate,
Quality Assurance Directorate,
Second Floor, Estuary House, Limerick

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