



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## **Provider School Age Care Setting**

**March 18<sup>th</sup>, 2021**

**Re: Services with outstanding registration applications for a School Age Care setting.**

**Dear Provider,**

I hope that this letter finds you safe and well in these most challenging of times. I am writing to you to advise that on February 26<sup>th</sup> last Tusla – Child and Family Agency received a request from the Early Years Quality Unit of the DCEDIY (pursuant to Section 15, of the Child and Family Agency Act 2013) to provide on behalf of the Minister information concerning services with outstanding registration applications for a School Age Care setting.

The DCEDIY advised as the deadline for closure of receipt of applications has been confirmed as Friday April 16<sup>th</sup> 2021, that it was their intention to use the information to provide targeted supports to those of you who have yet to complete your submission. It is also my understanding that the Department intends to correspond with you directly on this process.

I am aware that by the time you receive communication from the DECDIY that some of you will have completed your application.

For those of you who are still working on your applications please note that all documents should be submitted through the application portal. You will already have been advised of any outstanding items when you submitted your application, but if you have any queries you can contact the team directly. Only completed applications with the correct supporting documentation will be processed. A helpful checklist is available at the following link:

[https://www.tusla.ie/uploads/content/School Age Childcare Policies Registration Checklist version 1.0 2.pdf](https://www.tusla.ie/uploads/content/School_Age_Childcare_Policies_Registration_Checklist_version_1.0_2.pdf)

Your submitted policies must align with the relevant online guidance. Your application must also include a Child Safeguarding Statement compliant with the requirements of Part 11(3) of the Children First Act 2015. You can find more details here:

<http://childsafeguardingelc.ie/resources-publications/>

Please ensure that you follow the guidance provided to ensure that the required policies and procedures are accepted for registration. Policies that are not compliant with the guidance will not be accepted and will be returned.



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It is important to prioritise the completion of the registration process. All school age services must be on the school age register to operate. If you are operating a preschool service as well as a school age service, it is necessary to register both.

The school age 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 – [sac.registration@tusla.ie](mailto:sac.registration@tusla.ie)
- Phone - 061 461718

We also have guidance available to assist you, which you can find on our website [www.tusla.ie](http://www.tusla.ie) or on the portal.

**Yours Sincerely,**

A handwritten signature in black ink, appearing to read 'Mike Corcoran'.

**Mike Corcoran,  
Head of Registrations & Enforcement,  
Children's Services Regulation,  
Child & Family Agency.**