



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency



# Early Years (Pre-schools and school age)

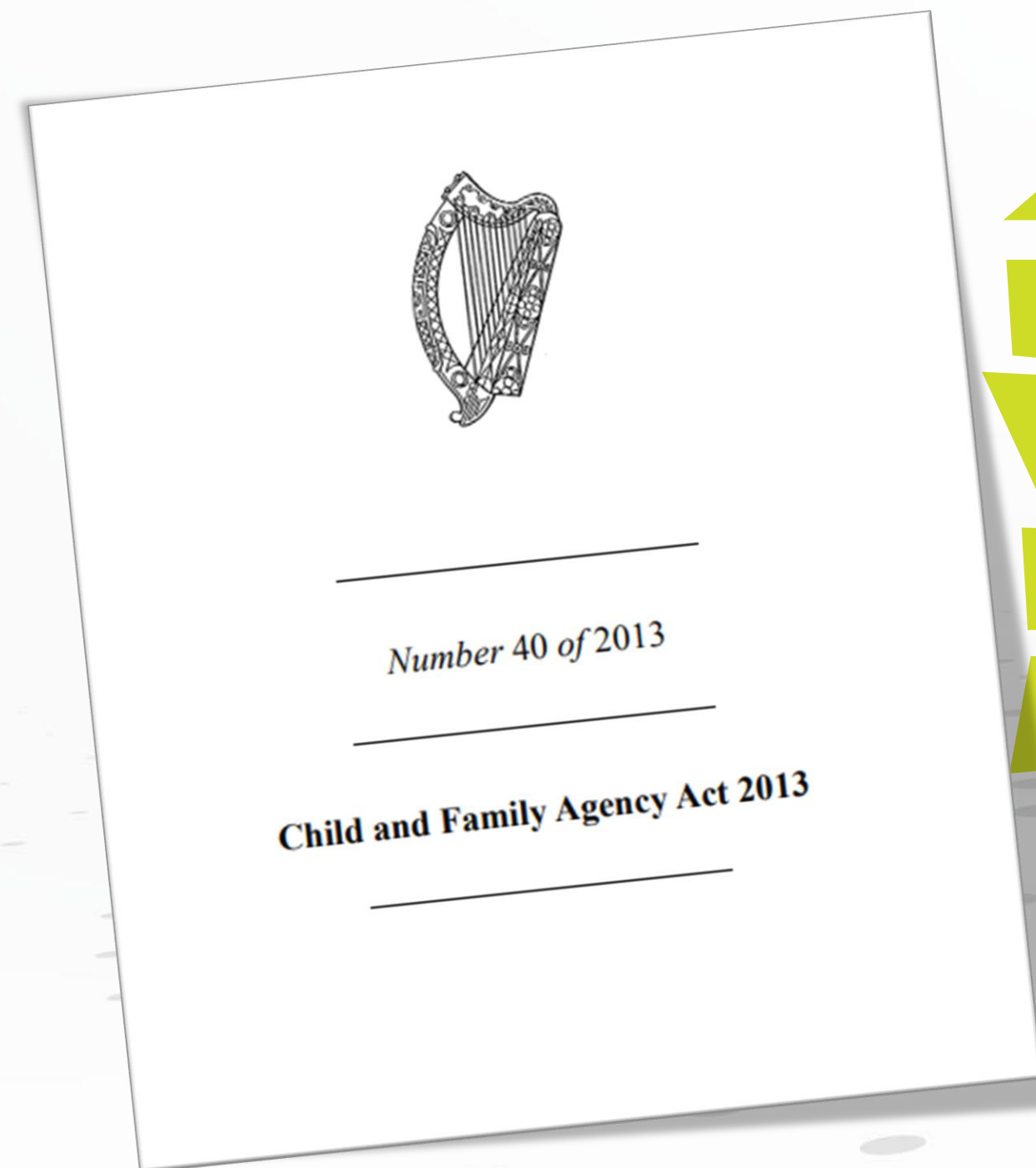
## Registration Renewal Process

# Registration of Early Years Services

## Child and Family Agency Act 2013

Article 58D(4) states

***“The period of a registration shall be 3 years from the date of registration”.***



# Child and Family Agency Act 2013

## *Article 58D(10)*

*The registered provider must make an application to be registered not less than 2 months before the expiry of the previous registration date.*

*The date of registration shall be the day following the day of expiry of the previous registration.*



# S.I. No. 195 of 2022

## ***Child Care Act 1991 (Early Years Service) (Amendment) Regulations 2022***

***Amends Regulation 6 Registration of Pre-school service.***

***Schedule 2A Application Form and Declaration form  
for Renewal of Registration of a Pre-school service***





# Required Documents

## Pre-school service

- Signed Declaration Form
- Current Insurance certificate
- Application Fee
- Garda Vetting for the registered provider and
- Garda Vetting for the person in charge if he/she is different to the registered provider
- Garda vetting for Directors/Board members who have access to children as part of their duties



# **S.I. No. 196 of 2022**

## ***Child Care Act 1991 (Early Years Services) (Registration of School Age Services) (Amendment) Regulations 2022***

***Amends Regulation 5 Registration of school age service.***

***Schedule 2A Application Form and Declaration for Renewal of Registration of a school age service***

***Schedule 3A Application Form and Declaration for Renewal of Registration of a Childminding service***



# Required Documents

## School age service

- Signed Declaration Form
- Current Insurance certificate
- Application Fee
- Garda Vetting for the registered provider and
- Garda Vetting for the person in charge if he/she is different to the registered provider
- Garda vetting for Directors/Board members who have access to children as part of their duties.
- Garda vetting for the “second person” where the person in charge operates the service single-handedly.

## School age childminding service

- Garda vetting for the second person
- Garda vetting for persons over the age of 18 normally present in the house when the service is operating



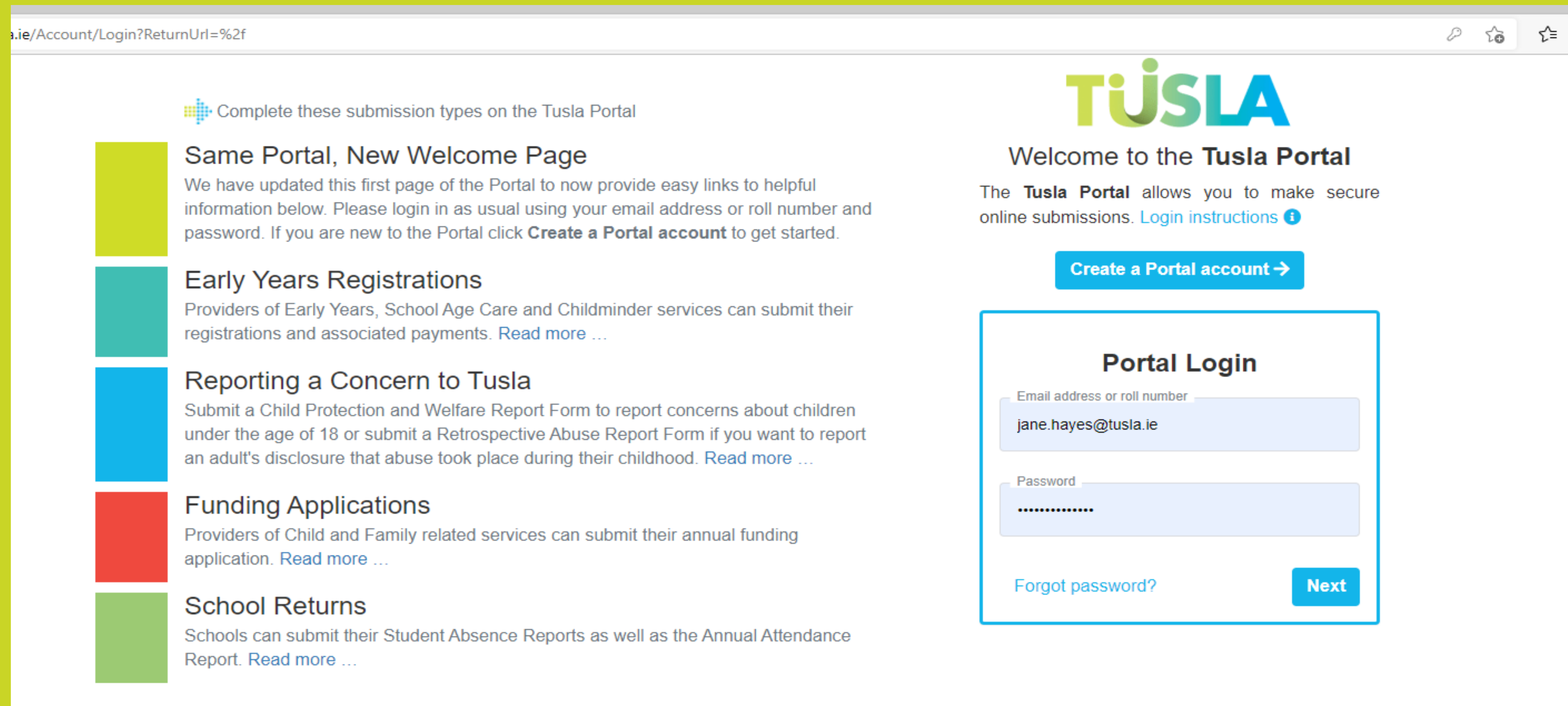
# How do I know if I am required to renew registration?

- All services that are required to renew registration will receive correspondence from the registration team.
- Services can check their registration date on the register of early years services at [www.tusla.ie](http://www.tusla.ie).
- Services must have previously supplied all supporting documents for registration or re-registration in order to renew their current registration.



# Tusla Portal

All submissions made through the Portal at [www.portal.tusla.ie](http://www.portal.tusla.ie)  
New Portal submission.



The screenshot shows the Tusla Portal login page. On the left, there is a sidebar with five colored boxes and their corresponding links: 'Same Portal, New Welcome Page' (yellow), 'Early Years Registrations' (teal), 'Reporting a Concern to Tusla' (blue), 'Funding Applications' (red), and 'School Returns' (green). The main content area on the right features the 'TUSLA' logo, a welcome message, a 'Create a Portal account' button, and a 'Portal Login' form. The login form has fields for 'Email address or roll number' (containing 'jane.hayes@tusla.ie') and 'Password' (masked with dots). Below the password field are links for 'Forgot password?' and a 'Next' button.

Complete these submission types on the Tusla Portal

- Same Portal, New Welcome Page**  
We have updated this first page of the Portal to now provide easy links to helpful information below. Please login in as usual using your email address or roll number and password. If you are new to the Portal click **Create a Portal account** to get started.
- Early Years Registrations**  
Providers of Early Years, School Age Care and Childminder services can submit their registrations and associated payments. [Read more ...](#)
- Reporting a Concern to Tusla**  
Submit a Child Protection and Welfare Report Form to report concerns about children under the age of 18 or submit a Retrospective Abuse Report Form if you want to report an adult's disclosure that abuse took place during their childhood. [Read more ...](#)
- Funding Applications**  
Providers of Child and Family related services can submit their annual funding application. [Read more ...](#)
- School Returns**  
Schools can submit their Student Absence Reports as well as the Annual Attendance Report. [Read more ...](#)

**TUSLA**

Welcome to the **Tusla Portal**

The **Tusla Portal** allows you to make secure online submissions. [Login instructions](#) ⓘ

[Create a Portal account →](#)

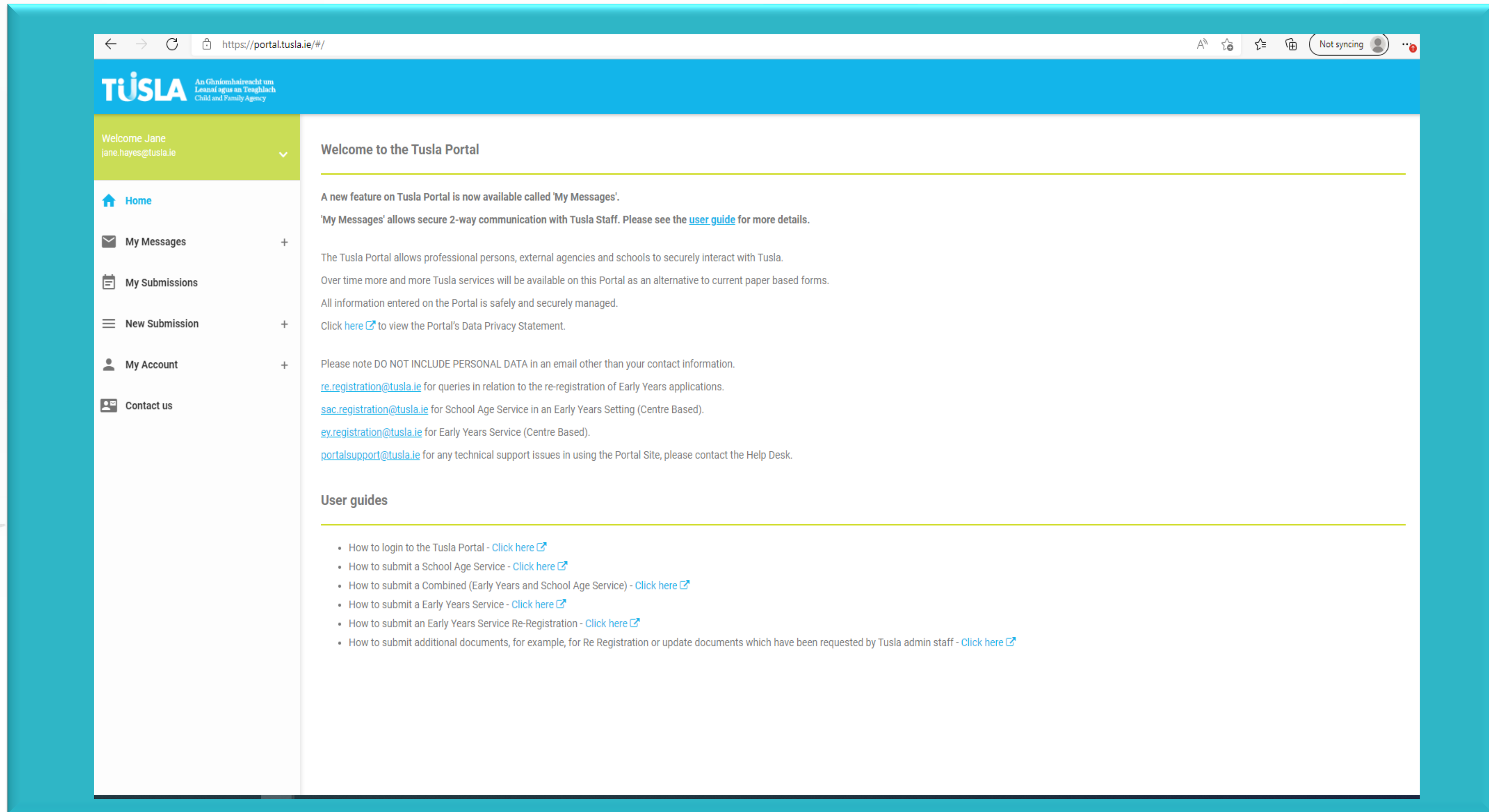
**Portal Login**

Email address or roll number  
jane.hayes@tusla.ie

Password  
.....

[Forgot password?](#) [Next](#)

# How to complete a submission on the Portal



The screenshot displays the Tusla Portal interface. The browser address bar shows the URL <https://portal.tusla.ie/#/>. The header features the Tusla logo and the text "An Ghníomhaireacht um Leanaí agus an Teaghlach" and "Child and Family Agency". A green sidebar on the left contains a user profile for Jane Hayes and a navigation menu with options: Home, My Messages, My Submissions, New Submission, My Account, and Contact us. The main content area is titled "Welcome to the Tusla Portal" and includes a message about the new "My Messages" feature, a list of services available on the portal, and a list of user guides with links to various submission and registration processes.

**TUSLA** An Ghníomhaireacht um Leanaí agus an Teaghlach  
Child and Family Agency

Welcome Jane  
jane.hayes@tusla.ie

**Welcome to the Tusla Portal**

A new feature on Tusla Portal is now available called 'My Messages'.  
'My Messages' allows secure 2-way communication with Tusla Staff. Please see the [user guide](#) for more details.

The Tusla Portal allows professional persons, external agencies and schools to securely interact with Tusla.  
Over time more and more Tusla services will be available on this Portal as an alternative to current paper based forms.  
All information entered on the Portal is safely and securely managed.  
Click [here](#) to view the Portal's Data Privacy Statement.

Please note DO NOT INCLUDE PERSONAL DATA in an email other than your contact information.  
[re.registration@tusla.ie](mailto:re.registration@tusla.ie) for queries in relation to the re-registration of Early Years applications.  
[sac.registration@tusla.ie](mailto:sac.registration@tusla.ie) for School Age Service in an Early Years Setting (Centre Based).  
[ey.registration@tusla.ie](mailto:ey.registration@tusla.ie) for Early Years Service (Centre Based).  
[portalsupport@tusla.ie](mailto:portalsupport@tusla.ie) for any technical support issues in using the Portal Site, please contact the Help Desk.

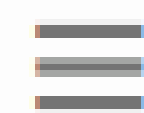
**User guides**

- How to login to the Tusla Portal - [Click here](#)
- How to submit a School Age Service - [Click here](#)
- How to submit a Combined (Early Years and School Age Service) - [Click here](#)
- How to submit a Early Years Service - [Click here](#)
- How to submit an Early Years Service Re-Registration - [Click here](#)
- How to submit additional documents, for example, for Re Registration or update documents which have been requested by Tusla admin staff - [Click here](#)

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Child and Family Agency

# How to complete a submission on the Portal

Select Early Years or School Age Service and this will bring you to the screen where you select the type of service you wish to renew registration for:

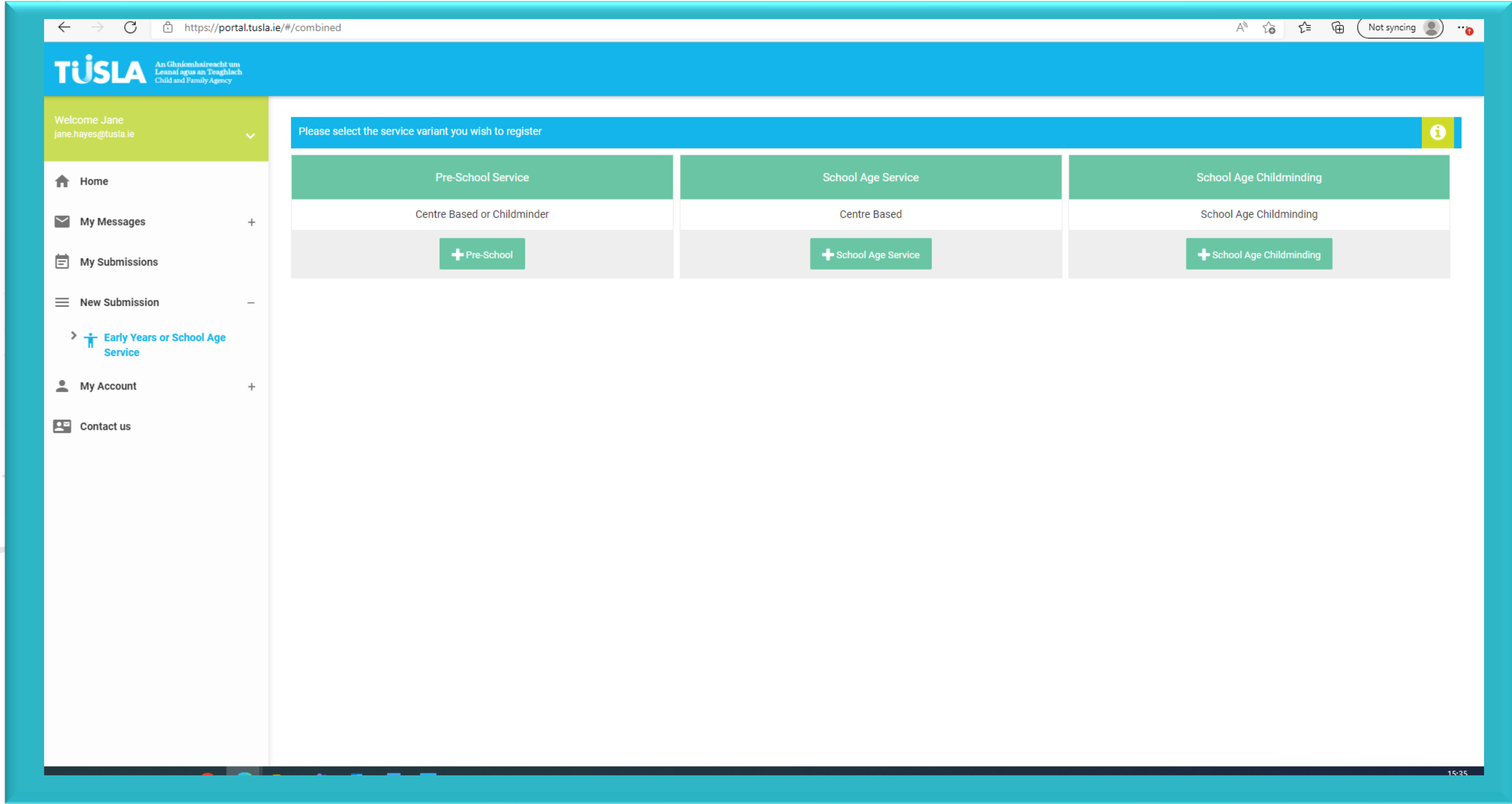


New Submission



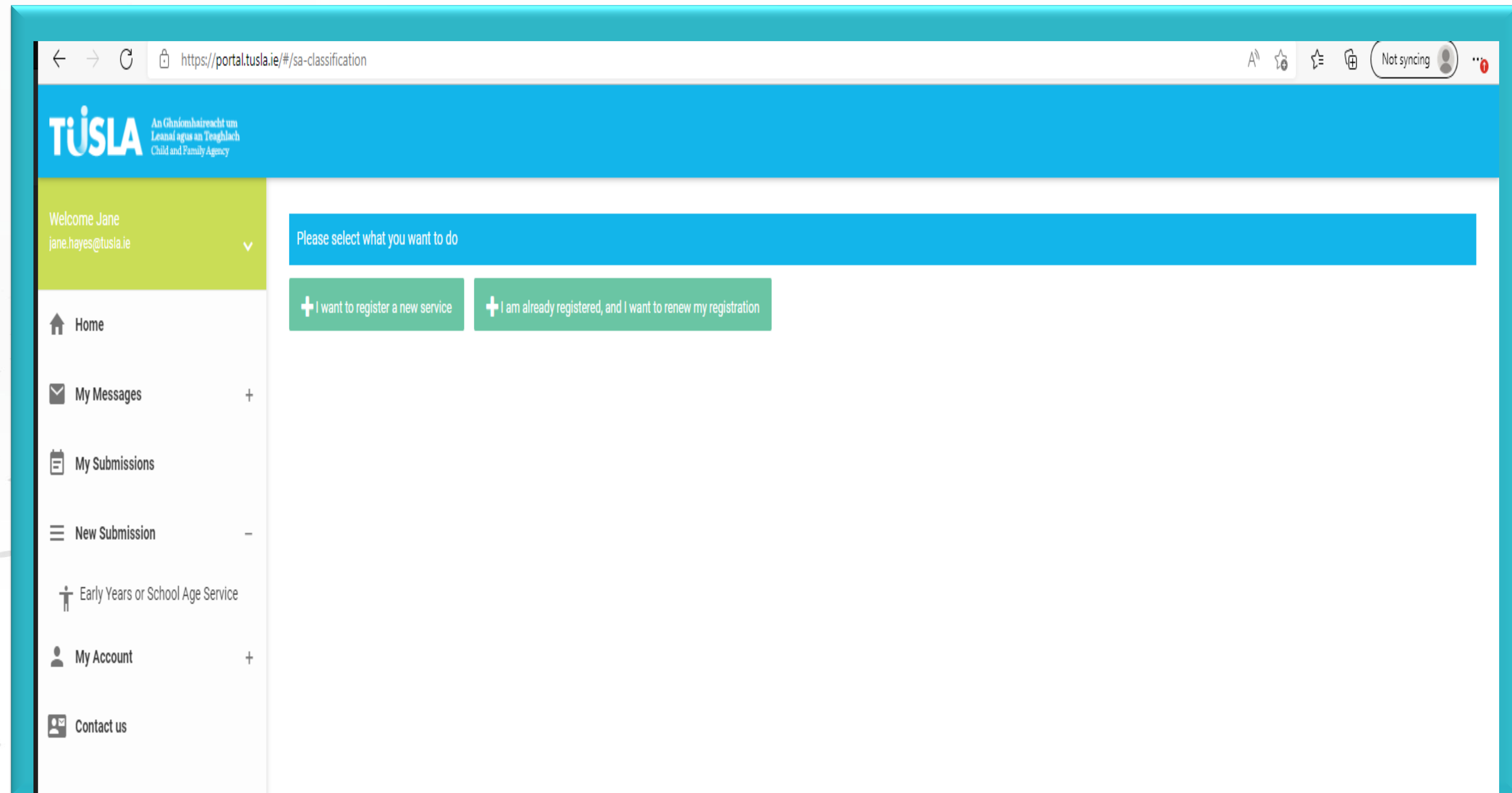
Early Years or School Age Service

- + Pre-school
- + School Age Service or
- + School Age Childminding





# Select 'I am already registered, and I want to renew my registration'



# Navigating the Portal

- The tabs must be completed in the order that they are presented.
- Click on **Next Step** when you are ready to move on
- You can go back to the previous tab by clicking on **Back** button.
- A percentage completed bar will indicate how far you are through the process.

# Select the service you wish to re-register

← → ↻ 📁 https://portal.tusla.ie/#/sa-details/ 🔍 ⚙️ ⌵ 🔒 Not syncing 👤 ⋮

**TUSLA** An Ghníomhaireacht um Leanaí agus an Teaghlach  
Child and Family Agency

Welcome Jane  
jane.hayes@tusla.ie ▾

- 🏠 Home
- ✉️ My Messages +
- 📅 My Submissions
- ☰ New Submission -
  - 👤 Early Years or School Age Service
- 👤 My Account +
- 🗨️ Contact us

Start **Renew Registration** Uploads Payment Finish

40 %

Please select the services which require registration renewal  
(Tick all that apply)

- ☐ Pre-School Service
- ☐ School Age Service
- ☐ School Age Childminding Service

Back Save & Next Step

# Select service from drop down menu - ensure Tusla number is correct

- ☒ Pre-School Service
- ☒ School Age Service
- ☐ School Age Childminding Service

Early Years Service

Please select the Pre-School Service you wish to reregister

Ref No: 74849 | Submit Date: March 25, 2021 | Name: Early years ▼

 View

Please ensure the correct pre-school service Tusla ID has been populated.



If it is incorrect or blank, please insert the correct Tusla ID in this box.

Tusla ID (Tusla ID begins with TU) \*



# If you have changed service type through CIC application, select new service type

Have you completed an approved change in circumstance since you last made a submission to your service-types on the Tusla Portal?

☒ Yes ☐ No

Please select your current Pre-School service type(s) for the Pre-School at this Service \*  
(Tick all that apply)

☒ Full-Day Care Service

☐ Part-Time Day Care Service

☐ Temporary Pre-school Service

☐ Sessional Pre-school Service

☐ Pre-School Service in a Drop-in Centre

☐ Childminding Service

☐ Overnight Service

# How to upload documents

Start

Details


Uploads

Payment

Finish

60 %

Upload speeds may vary depending on file size. Generally 10 seconds per 5mb.


  
Drag and drop files here **(max 28mb)**  
or  


BROWSE TO SELECT FILES


Please upload and classify each document needed for your renewal of registration application. This includes:

- Current insurance certificate
- Garda vetting documents as appropriate, and
- Relevant signed Declaration form(s)

Where making an application for a combination of Pre-School Service, School Age Service and/or School Age Childminding, please use the 'Combined' document categories as appropriate.  
In this case, separate signed declaration forms are required for each Service.

 Download, sign and upload this Statutory Declaration Form for a renewal of Pre-School Service Registration

 Download, sign and upload this Statutory Declaration Form for a renewal of School Age Service Registration

 Download, sign and upload this Statutory Declaration Form for a renewal of School Age Childminding Registration

Back

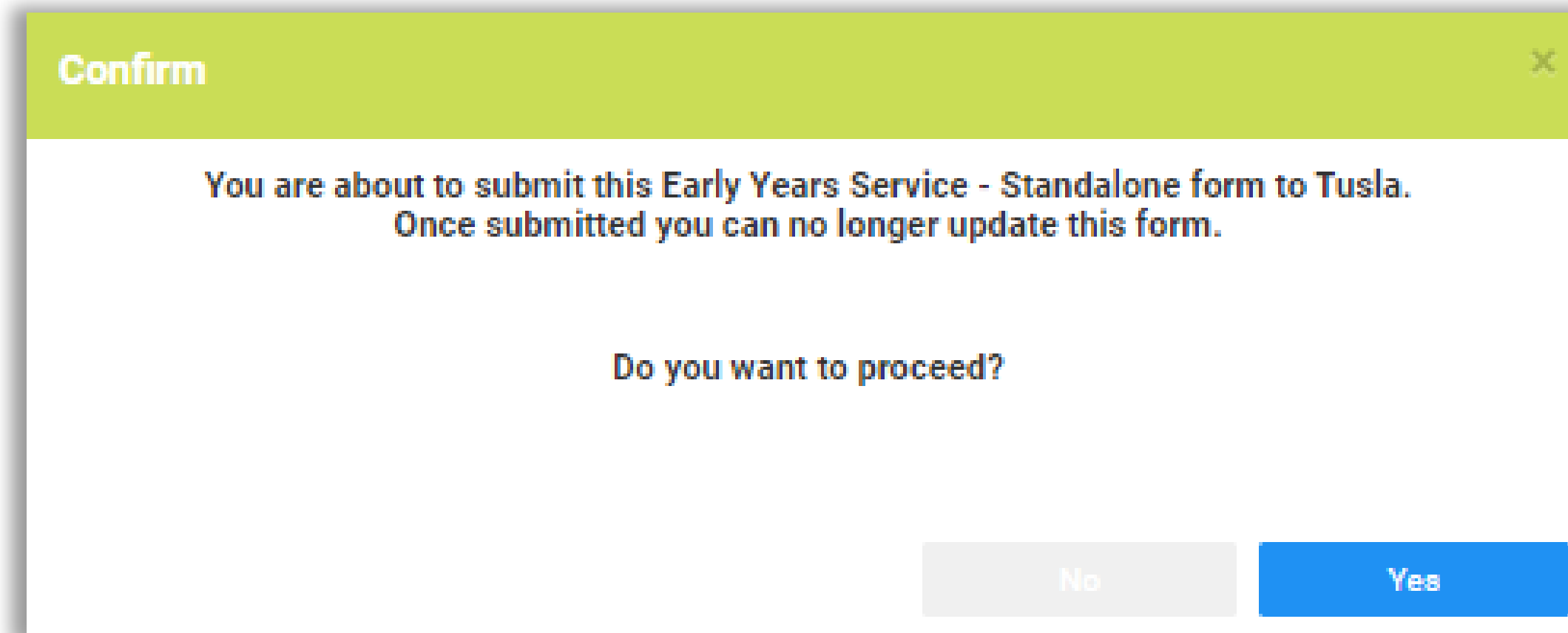
Next Step

# Fee Payment

- When all the required documents have been uploaded and classified click on **Next Step** which brings you to the Fee payment page
- The application fee shown on the screen must accompany the application, please click on **Pay Now**
- You will require your credit or debit card for this stage
- Please complete your payment details on the secure payment form
- Following fee payment click on **Next Step**

# Finish Submission

- Preview submission
- Print a copy of report for your records
- Click **Submit to Tusla** when submission is complete





# What happens if I do not complete registration by due date?

The Early Years Inspectorate may:

- Remove a registered provider from the Register
- Refuse to register an applicant
- Attach a condition to the registration of a service

# Issues that will lead to delays

- Declaration form not signed
- All documents not uploaded
- Out of date Garda vetting documents

- Insurance certificate out of date
- Using a mobile phone to photograph documents



# Tusla Support

Contact the named person dealing with your application

Contact Portal support with any Portal technical issues:  
[portalsupport@tusla.ie](mailto:portalsupport@tusla.ie)



Cross check Tusla number with service name and address !

# **Key Messages**

- **All submissions must be made at least two months before expiry of current registration**
- **Do not ignore reminder emails and letters**
- **Signed declaration is an official document**
- **Non submission will put service registration at risk**
- **Do not submit incomplete submissions**
- **Check that Garda vetting is dated within 3 years of your registration submission date**
- **CLC applications cannot be accepted through this process.**



# Key Messages

*Ensure Garda vetting  
is dated within the  
previous 3 years*

*Contact your local  
childcare committee  
and support  
organisations for  
assistance*

*Insurance certificate  
must be in date*

*Do not delay.  
Complete  
Registration renewal  
as soon as possible*

