



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

22<sup>nd</sup> January 2020

Re: Re-registration Process

Dear Provider,

We are getting in touch to provide a further update on the re-registration process, and answer some queries that you may have.

We are pleased to report that compliance with the re-registration process has been exceptionally high. All providers who were required to re-register their service by December 2019 if they wished to continue operating have now done so.

We would like to thank you again for your engagement with this process during a very busy year for the early years' sector.

All service providers who submitted their application are registered to operate as normal, and you will have received an email confirming this.

As you will be aware, a number of remaining documents need to be submitted by 30<sup>th</sup> June 2020 to conclude the process. We are developing information and clear guidance that will be available to you in the coming weeks to support you with your application.

Many of you may have submitted all, or some, of the required documents already.

If you have already submitted all of the documents, we will be in touch by the first week of February to confirm conclusion of the process. You will receive your registration certificate when the process has been completed.



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If you have not yet submitted these documents, or have only submitted some, we will contact you by email in mid-February with information and clear guidance on how best to conclude this process. In this correspondence, you will also be provided with details of the advice available to assist you through the process, including advice which will be provided by the Department of Children and Youth Affairs.

Kind regards,

A handwritten signature in black ink that reads 'Fiona McDonnell'.

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Fiona McDonnell,  
National Service Director,  
Children's Services Regulation.