



REREGISTRATION OF EARLY YEARS SERVICES ONLINE PORTAL GUIDANCE 2019

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Structure of Renewal of Registration of Early Years' Service Online Portal Guidance

This document is broken down into several sections. The information boxes here describe what each section contains.

Introductory Information

Acronyms – List of the abbreviated terms throughout the document.

Introduction – Information on the Renewal of Registration for Early Years Services, including the different categories of application depending on the original registration date of the service.

Creating a Portal Account

Step By Step Guide- How to create an account on the portal in order to submit an application for re-registration.

Section 1 – Standalone Early Years Services

Overview of the registration process – A representation in pictures and words of how Services which offer Early Years Care only are required to register online.

Portal Guidance – How to access the portal and submit an application for a Standalone Early Years Service

Section 2 – Combined Early Years and School Age Services

Overview of the registration process – A representation in pictures and words of how Services which offer both Early Years and School Age Care within the same premises are only are required to register online.

Portal Guidance – How to access the portal and submit an application for a Combined Early Years and School Age Service

Introductory Information



This section contains:

Abbreviations and acronyms: a list of the abbreviated terms used throughout the document.

Introduction: information on the requirements under the Regulations and the different options on the online portal.

Abbreviations and Acronyms

BOM	Board of Management	CCC	City/County Childcare Committee
CIC	Change in Circumstance	DCYA	Department of Children and Youth Affairs
EYI	Early Years Inspectorate	FAQ	Frequently Asked Questions
NVB	National Vetting Bureau		
PIC	Person in Charge	QRF	Quality and Regulatory Framework
RP	Registered Provider	SAC	School Age Care
SAS	School Age Service	SDF	Statutory Declaration Process

Introduction

The portal through which to renew your registration of your Early Years Service is now live. This document outlines the application arrangements that are now in place to assist service providers in meeting the registration requirements under legislation.

Early Years Providers who were first granted registration under the Statutory Declaration Form process (SDF) in June 2016 have to reapply for registration (re-registration or registration renewal) by the end of 2019. Registration under the Early Years Regulations (2016) is only permitted for a period of three years, an application for renewal of registration is then required. The registration requirements for all early years' services are set out under Part 12 of the Child & Family Agency Act 2013, and under the Child Care Act 1991, Early Years Services Regulations 2016.

To assist you in this process Tusla have developed an online application process which will facilitate providers who are required to re-register their service by December 2019.

The first part of this document provides a step by step guide of how to register for an account on the online Tusla Portal, in order to proceed with submitting an application. **Please read this section first.**

The online registration process, and this guidance document, is then broken down into two types **depending on the type of Service you provide:**

- 1. Services that provide Early Years Care only.** Information on the online application process for these services is outlined in Section 1 of this document, pages 13 – 20.
- 2. Services that provide both Early Years and School Age Care within the same premises.** Information on the online application process for these services is outlined in Section 2 of this document, pages 21 - 28.

Please note that this Guidance Document should be read in conjunction with the Key Messages outlined in the Re-Registration of Early Years Services Document available on the Tusla Website.

Creating an account



This section contains:

Registering and Login: Details on how to register on the TUSLA Portal and login to your account.

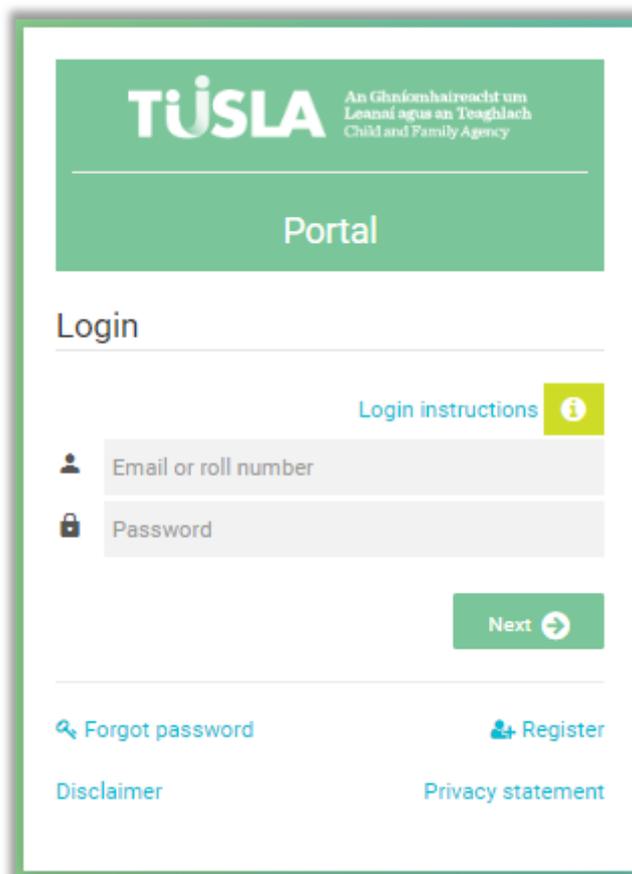
[Creating a Portal Account](#)

[Getting Started](#)

To use the Tusla Portal, you will need to register as a user if you have not previously done so.

[Registering](#)

To register for an account, go to portal.tusla.ie and click on 'Register'.



The image shows a screenshot of the Tusla Portal login page. At the top, there is a green header with the Tusla logo and the text "An Ghníomhaireacht um Leanaí agus an Teaghlach Child and Family Agency". Below the header, the word "Portal" is centered. The main section is titled "Login" and contains a "Login instructions" link with an information icon. There are two input fields: "Email or roll number" and "Password". A "Next" button with a right arrow is positioned below the input fields. At the bottom, there are links for "Forgot password", "Register", "Disclaimer", and "Privacy statement".

After clicking the 'Register' button, you are presented with a four-step process.

Step 1 – Consent

The screenshot shows the 'Register' page for the Tusla Portal. At the top, the Tusla logo is displayed with the text 'An Ghníomhaireacht um Leanaí agus an Teaghlach Child and Family Agency'. Below the logo, the word 'Portal' is centered. The page title is 'Register'. A progress bar at the top indicates four steps: 'Step 1 - Consent' (active), 'Step 2 - Personal', 'Step 3 - Submission Type', and 'Step 4 - Login Details'. The main content area contains two paragraphs of text explaining the consent process and the user's responsibility to provide valid data. Below the text is a checkbox labeled 'I consent' which is currently unchecked. A blue button labeled 'Step 2' with a right arrow is positioned at the bottom right of the form. At the bottom of the page, there are links for 'Back to login', 'Forgot password', 'Disclaimer', and 'Privacy Statement'.

Please review and confirm your consent by checking the “I consent” and clicking on Step 2 button.

Step 2 – Personal

The screenshot shows the 'Register' page for the Tusla Portal, now on 'Step 2 - Personal'. The progress bar at the top shows 'Step 1 - Consent' as completed and 'Step 2 - Personal' as the active step. The form contains several input fields: 'First Name', 'Surname', 'Address Line 1', 'Address Line 2', 'Town/city', 'Select a County' (a dropdown menu), 'Eircode', and 'Landline Telephone'. Each field has an asterisk (*) indicating it is required, and information icons (i) are present next to the address and town/city fields. At the bottom of the form, there are two blue buttons: 'Step 1' with a left arrow and 'Step 3' with a right arrow. The footer links remain the same as in Step 1.

Enter your name and address, please note that fields marked with * must be entered, and click on Step 3 button.

Step 3 – Submission Type

The screenshot shows the TUSLA Portal registration interface. At the top, the TUSLA logo is displayed with the text 'An Glionúir a rúcht um Léarnú agus an Teaghlach Child and Family Agency'. Below the logo is the word 'Portal'. The main heading is 'Register'. A progress bar shows four steps: 'Step 1 - Consent', 'Step 2 - Personal', 'Step 3 - Submission Type' (which is the current step and underlined), and 'Step 4 - Login Details'. The instruction reads: '* Select the type(s) of Submission you wish to make'. There are four radio button options: 'Child Protection Welfare Report', 'Early Years and School Age Service' (which is selected), 'School Age Childminding', and 'Retrospective Abuse Report'. A yellow information icon is next to the selected option. Below this is the 'Business Details' section with two columns of input fields. The left column includes: '* Mary's Creche', '* mary@email.com', '* Address 1', 'Town/city', and 'EirCode'. The right column includes: '* Mary Smith', '* 0000000', 'Address 2', and '* Kerry' (a dropdown menu). At the bottom of the form are two blue buttons: 'Step 2' with a left arrow and 'Step 4' with a right arrow. At the very bottom, there are links for 'Back to login', 'Forgot password', 'Disclaimer', and 'Privacy Statement'.

Please make sure that Early Years and School Age Service submission type is selected.

Step 4 – Login Details

The screenshot shows the TUSLA Portal registration interface. At the top, the TUSLA logo is displayed with the text 'An Clainbháireacht um Leanaí agus na Teaghlaich Child and Family Agency'. Below the logo is a green header with the word 'Portal'. The main content area is titled 'Register' and features a progress bar with four steps: 'Step 1 - Consent', 'Step 2 - Personal', 'Step 3 - Submission Type', and 'Step 4 - Login Details'. The 'Step 4 - Login Details' section contains four input fields: 'Email Address', 'Confirm Email Address', 'Password', and 'Confirm Password'. A yellow information icon is present next to the 'Password' field. Below the registration fields is a 'Mobile Verification' section. It includes a dropdown menu for the country code (currently set to 'IE (+353)'), a text input field for the mobile number, and a green 'Send' button. To the right of the input fields, there is explanatory text: 'The Portal uses mobile phone verification to help ensure that our users are legitimate (just like online banking). This means you will receive a code to your mobile phone each time you log in to the Portal. This safeguards your security on the Portal.' At the bottom of the form, there is a blue button labeled 'Step 3' with a left-pointing arrow. In the footer, there are links for 'Back to login', 'Forgot password', 'Disclaimer', and 'Privacy Statement'.

Enter your email address and password, both will need to be entered twice for confirmation.

In order to help safeguard your security, the portal uses mobile phone verification, as with online banking. You enter your mobile number and click on the Send button. You will then receive a text message with your code on your mobile phone.

When you have clicked Send, another field will appear for you to enter the code that you received on your phone.

The screenshot shows a white rectangular popup with a thin grey border. At the top, it contains the text 'Please enter the code and click Validate.' Below this text are two buttons: a grey button labeled 'Enter code' and a green button labeled 'Validate'.

Please enter the code and press Validate, if validation is successful, the following popup is displayed:

Hide my mobile number in my submissions

If you wish, you can choose to tick the option 'Hide my mobile number in my submissions' and your mobile number will not appear in any submissions you make on the Portal, this option can be updated later.

To complete registration, click the blue 'Register' button and a confirmation email will be sent to the email address you provided, open the email and click on the link and you will then be able to log in to the Portal and make submissions.

Logging In

Once you have successfully registered, you can return to portal.tusla.ie and log in. Enter your email address and password previously registered and a code will be automatically sent to your mobile phone in a text message and the following screen below is displayed. Enter the code and click the 'Validate' to complete the Login process.

TUSLA An Ghnóimhseirbhís um Léarnú agus an Teaghlach
Child and Family Agency

Portal

Login

We have sent a security code to your mobile number ending in 4967
Please enter the code and click Validate.

Enter code

[Resend code](#) [Validate](#)

[Forgot password](#) [Register](#)

[Disclaimer](#) [Privacy statement](#)

Section 1 – Standalone Early Years Service (Services providing Early Years Care only)

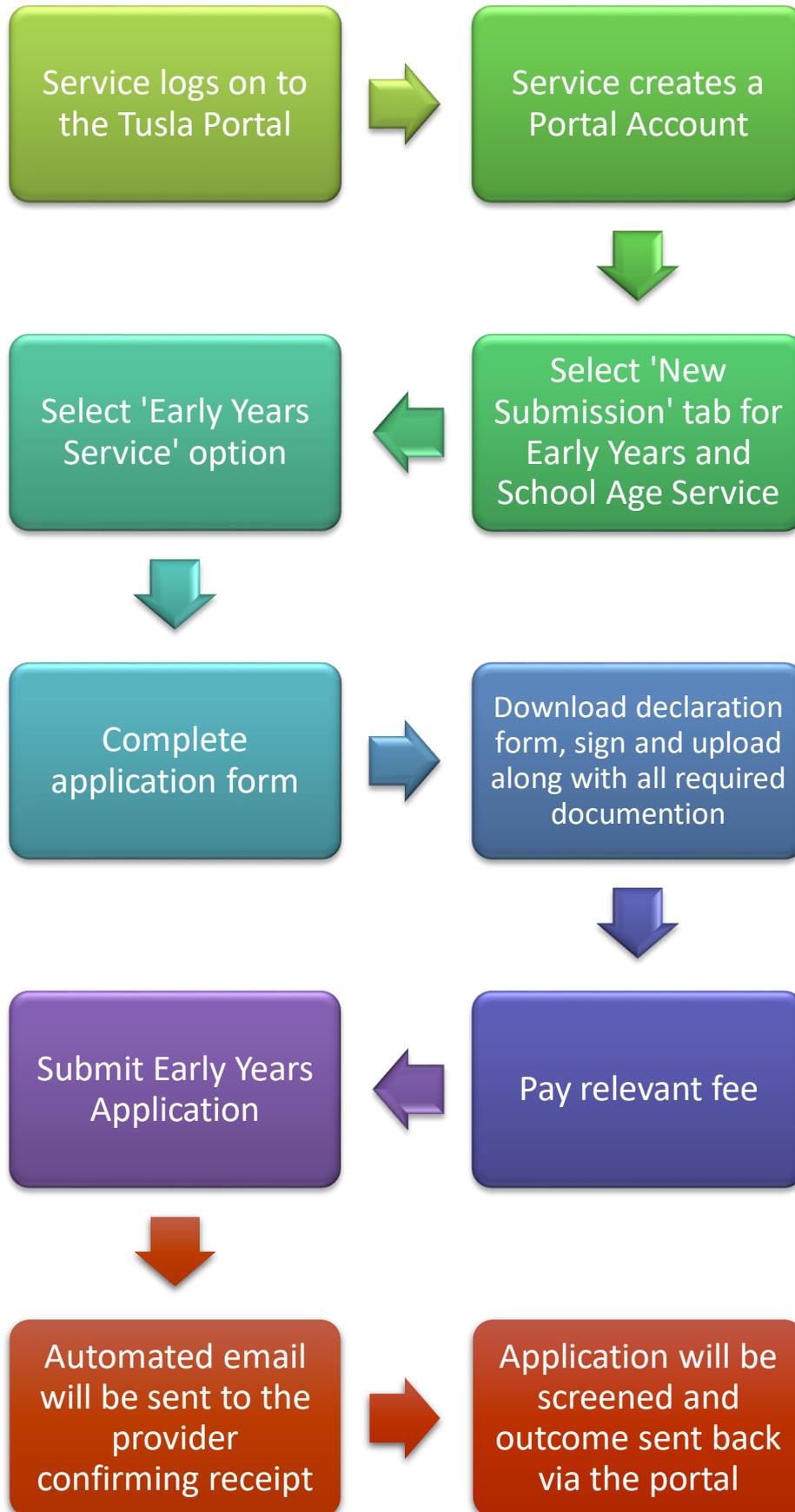


This section contains:

Overview of the registration process – a representation in pictures and words of how services that offer Early Years Care only are required to register online.

Portal Guidance – How to access the portal and submit an application for a Standalone Early Years Service

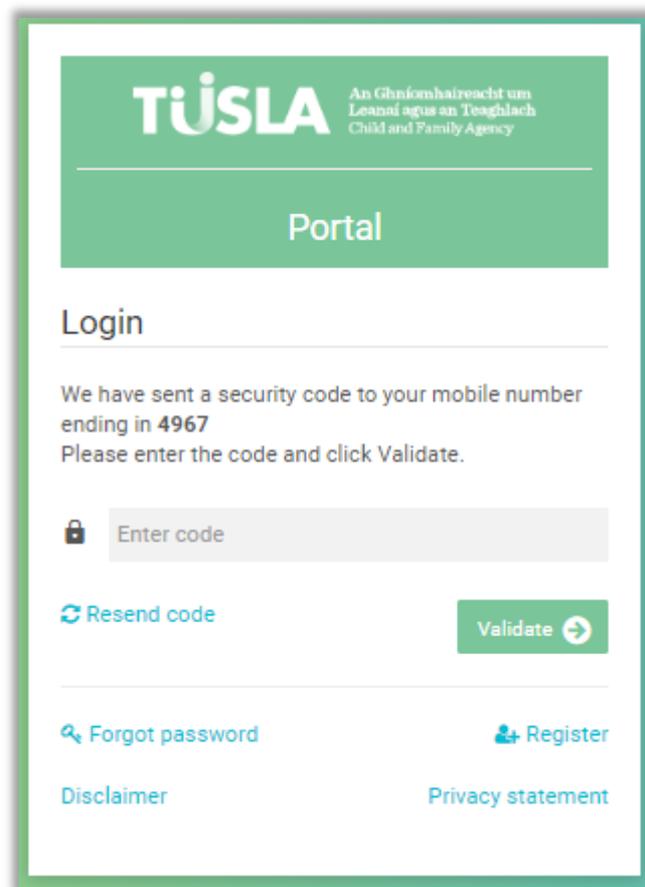
Overview of the Renewal of Registration Process for Services that offer
Early Years Care only.



Submitting an application for an Early Years (only) service

Please note: You must have created an account on the portal (outlined in the earlier section of this document) before you can submit an application.

Once you have made your portal account, log back into the portal via portal.tusla.ie . Enter your email address and password previously registered and a code will be automatically sent to your mobile phone in a text message and the following screen below is displayed. Enter the code and click the 'Validate' to complete the Login process.



The screenshot shows the TUSLA Portal login interface. At the top, the TUSLA logo is displayed alongside its name in Irish and English: "An Ghníomhaireacht um Leanaí agus an Teaghlach" and "Child and Family Agency". Below this, the word "Portal" is centered in a green box. The main heading is "Login". A message states: "We have sent a security code to your mobile number ending in 4967. Please enter the code and click Validate." There is a text input field with a lock icon and the placeholder text "Enter code". Below the input field are two buttons: "Resend code" with a refresh icon and "Validate" with a right-pointing arrow icon. At the bottom, there are links for "Forgot password" and "Register" (with a user icon), and "Disclaimer" and "Privacy statement".

Once you have back into the portal you will be presented with the Home Screen pictured below.

TUSLA An Ghníomhaireacht um Leasnaí agus an Teaghlach
Child and Family Agency

Welcome Mary
sac.registration@tusla.ie

Welcome to the Tusla Portal

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.](#)

For any queries, email
sac.registration@tusla.ie for School Age Service in an Early Years Setting (Centre Based)
ey.registration@tusla.ie for Early Years Service (Centre Based)
sac.registration@tusla.ie for School Age Childminding application.

For any queries on the making of a report, or to discuss the content of your report, please contact your local social work team. To see the contact details of your local social work team, see this link: [Social Work Teams.](#)

- Childminding Service - [User Guide](#)
- School Age Service - [User Guide](#)
- Combined (Early Years and School Age Service) - [User Guide](#)
- Early Years - [User Guide](#)

Warning:
 Please familiarise with any deadline(s) relevant to the re-registration/registration of your service(s). Be aware that submissions take time to process, and deadlines applies to a successful re-registration/registration and not the date of receipt of the submissions. Leaving your submission until the last minute may result in your re-registration/registration not being completed in time. Thus please complete your submission leaving plenty of time. Please note that only fully completed submissions will be accepted. All information must be accurate and comprehensive.

Please click on New Submission on the left hand side of the menu bar. Once you select this option, you will be presented with a choice of submission types.
Please select the Early Years Service option.

TUSLA An Ghníomhaireacht um Leasnaí agus an Teaghlach
Child and Family Agency

Welcome Mary
sac.registration@tusla.ie

Choice

Please select the service variant you wish to register.

Early Years Service	School Age Service	Combined (Early Years and School Age Service)
Centre Based or Childminder	Centre Based or Childminder	Centre Based
Service only provides Early Years	Service only provides School Age Care	Service provides both an Early Years and School Age Service
+ Early Years	+ School Age Service	+ School Age Service

You will then be guided through a sequence of tabs in order to complete a submission to have your Early Years service re-registered. Steps that require a lot of information have a 'pop-up' data entry form.

Note: mandatory fields are denoted with an '*'; you cannot proceed until you enter values in these fields.

There is a step by step Wizard to help you complete the submission. Guidance on completing each step is available by clicking the adjacent green information buttons.

As you work through the Wizard, the progress bar will advise what percentage of the form has been completed. Just click the 'Save & Next' button after each step to save the data entered so far and proceed to the next step.

The first tab for your Early Years Service submission is shown below. It is the '**Start**' tab, and it will advise you on what you will need to do in order to complete the submission, and also provides a support email address, and a link to a list of documents that will need to be uploaded later.

TUSLA An tSúil le tús le tús
Local authority in Ireland
CSSE and Family Agency

Welcome 123
com@gmail.com

Home
My Submissions
New Submission
Early Years or School Age Service
My Account
Contact us

Early Years Service

Start General Rooms Service Details Employment Registration Qualifications Service Questions Insurance Upload Document(s) Payment Finish

Here is what you need to do to make a submission.

While creating your submission you will be asked to:

- Provide details of the Early Years Service - Standalone.
- Provide details of proposed Registered Provider(s) and Person in Charge (if applicable).
- Provide various other information relating to the service.
- Upload scanned copies of relevant documents.
- Pay a single processing fee of either €40 or €80 to cover the processing of your submission.
- **Note:** A valid credit card is needed in order to make any payment.
- For any queries relating to the content of the application, please contact us at ey.registration@tusla.ie.

[Click here for a list of required documents.](#)
[Click here for a guidance note re requirements regarding Fire and Planning.](#)

Note: You will need access to a printer; this is so you can print a declaration, sign it and scan it for upload to Tusla.

On the '**General**' tab, please enter general information about the business and the Early Years service offered.

On the '**Rooms**' tab, please enter information about the rooms used in the Early Years service offered.

On the '**Service Details**' tab, please enter the specific information requested on your Early Years Service. This includes the Company Registration Number. A sample picture of this screen is shown below.

You will also need to specify details of the people filling the different roles in the service. In the case of the Registered Provider role, this is done by clicking the green button, as demonstrated below:

Once this is selected, a new window appears, where specific detail can be entered for a registered provider.

Note: if there are two registered providers in the business, that the button should be clicked again, and the details of the other registered provider can then be entered.

If the Person in Charge is different to the Registered Provider(s), please enter the details of the Person in Charge. This is done by clicking the green button similar to above.

If there are Second Persons in the Early Years Service, or if there is a Person Acting on Behalf of the Organisation, please enter their details.

An explanation of each role is available by clicking on the adjacent information buttons.

On the next 3 tabs, you will need to provide details of Employment Records, Professional Registrations, and Qualification records.

On the '**Questions**' tab, a range of specific questions need to be answered.

On the '**Insurance**' tab, the details of all relevant insurance polices should be provided.

On the '**Upload Documents**' tab, show below, the following documentation must be submitted:

(A) Documents required by 12 th December for Re-Registration:
Garda vetting/Police vetting for the proposed Registered Provider and person in charge (<i>if different</i>) Garda Vetting should be dated within the last 36 months if existing vetting documents are not within the last 3 years please note that you should proceed to submit this with your application but you will need to supply an up to date one when received.
Garda vetting/Police vetting for the "second person" if required (<i>Childminders/Single Person Operations only</i>)
Two references for the proposed Registered Provider
Certificate or Registration Number from the Companies Registration Office for services operated by a company
Proof of identity of the proposed Registered Provider
Certificate of Insurance or written confirmation of insurance cover
Statement of Purpose and Function
Safety Statement (<i>Not required for Childminders or Single Person Operations</i>)
Signed Declaration

The screenshot shows the Tusla portal interface. The top navigation bar includes tabs for Start, General, Rooms, Service Details, Employment, Registration, Qualifications, Service Questions, Insurance, Upload Document(s) (highlighted), Payment, and Finish. A progress bar below the tabs shows the current step is 'Upload Document(s)'. The main content area contains the following text:

Please download and sign the service declaration form for registration of a School Age Service in an Early Years Setting (Centre Based). Once signed this form is required to be uploaded to the Tusla portal along with additional required documentation listed. Note: Incomplete declaration forms will ***not*** be accepted and will result in delays when processing your application.

[Click here for a list of required documents.](#)

Below the text is a 'Service Declaration Form' button and a file upload area with a dashed border containing an upload icon, the text 'Drag and drop files here or', and a 'BROWSE TO SELECT FILES' button. At the bottom of the page are 'Back' and 'Next Step' buttons.

Please note: the following documentation does not need to be submitted at application stage but will be required to be provided by June 2020:

(B) Documents required to be submitted by 30th June 2020:
Floor Plans (<i>Indoor/Outdoor</i>)
Policy on Managing Behaviour
Complaints Policy (<i>Not required for Childminders</i>)
Policy on Administration of Medication
Policy on Infection Control
Policy on Safe Sleep
Fire Certification
Planning Permission
References for Board of Directors /Management where applicable

All Required Documentation must be uploaded on this page, please do not proceed without attaching all documentation here.

Once all the relevant documentation has been uploaded on this page, please proceed to the Payment Tab.

On the '**Payment**' tab, you will need to make the appropriate payment as per the requirements of the regulations. You will need a valid credit card or debit card.

Once payment is processed, you will need to go to the 'Finish' tab and you will be invited to submit the application, and receive a unique ID application number.

You will also receive an automated email from the Portal confirming the submission of your application. A Registration Support Officer will be in contact via the portal in due course once your application has been assessed.

Section 2 – Combined Early Years and School Age Service

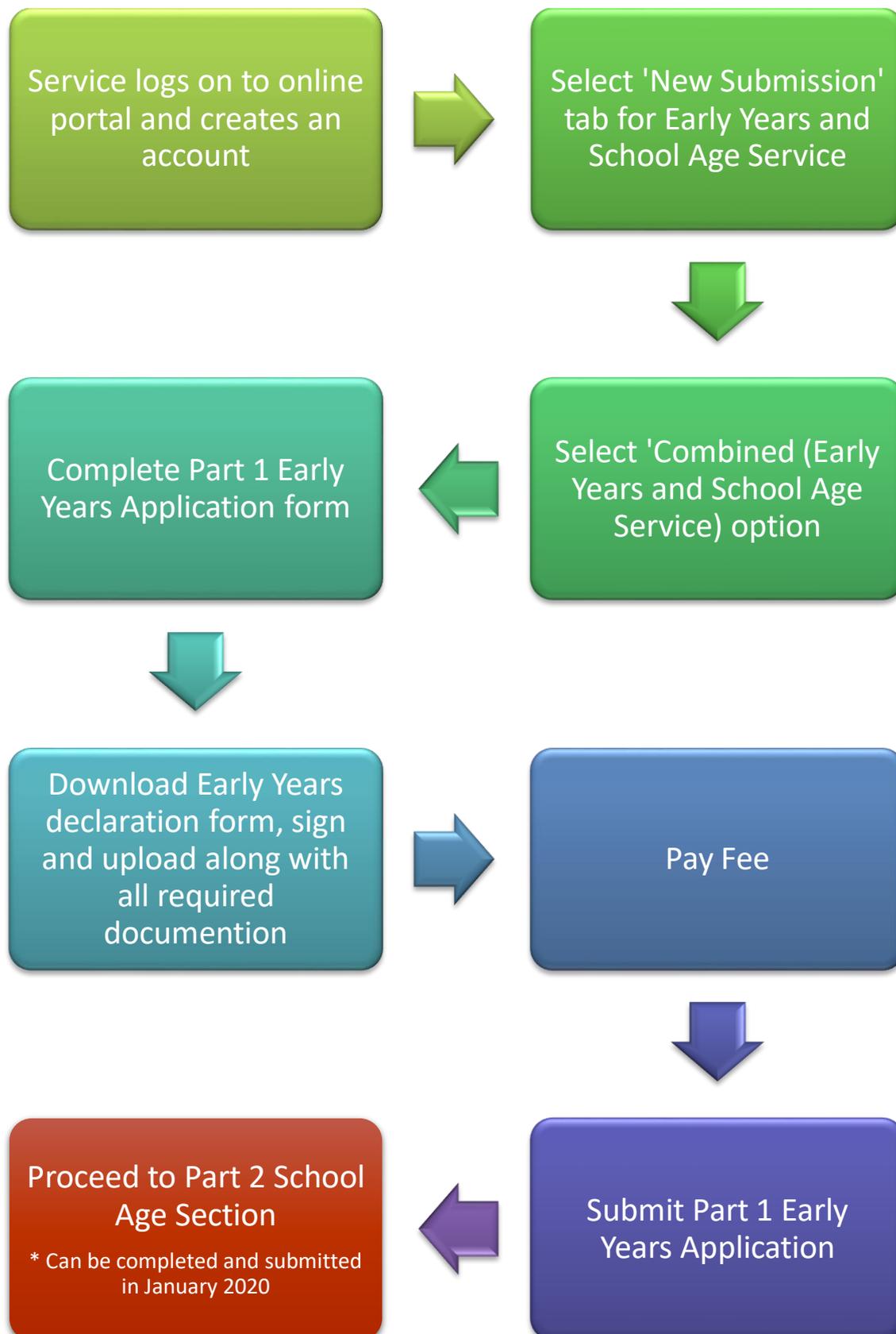


This section contains:

Overview of the registration process – a representation in pictures and words of how Services which offer both Early Years and School Age Care within the same premises are required to register online.

Portal Guidance – How to access the portal and submit an application for a Combined Early Years and School Age Service.

Overview of the Registration Process for Combined Early Years and School Age Services



[Submitting an application for a Combined Early Years and School Age Service](#)

Please note: You must have created an account on the portal (outlined in the earlier section of this document) before you can submit an application.

Once you have made your portal account, log back into the portal via portal.tusla.ie. Enter your email address and password previously registered and a code will be automatically sent to your mobile phone in a text message and the following screen below is displayed. Enter the code and click the 'Validate' to complete the Login process.

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

Portal

Login

We have sent a security code to your mobile number ending in **4967**
Please enter the code and click Validate.

[Resend code](#) [Validate](#) →

[Forgot password](#) [Register](#)

[Disclaimer](#) [Privacy statement](#)

Once you have logged back into the portal you will be presented with the Home Screen pictured below.

TUSLA An Ghníomhaireacht um Leasú agus an Teaghlach Child and Family Agency

Welcome Mary
sac.registration@tusla.ie

Welcome to the Tusla Portal

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.](#)

For any queries, email
sac.registration@tusla.ie for School Age Service in an Early Years Setting (Centre Based)
ey.registration@tusla.ie for Early Years Service (Centre Based)
sac.registration@tusla.ie for School Age Childminding application.

For any queries on the making of a report, or to discuss the content of your report, please contact your local social work team. To see the contact details of your local social work team, see this link: [Social Work Teams.](#)

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- School Age Service - [User Guide](#)
- Combined (Early Years and School Age Service) - [User Guide](#)
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Warning:
 Please familiarise with any deadline(s) relevant to the re-registration/registration of your service(s). Be aware that submissions take time to process, and deadlines applies to a successful re-registration/registration and not the date of receipt of the submissions. Leaving your submission until the last minute may result in your re-registration/registration not being completed in time. Thus please complete your submission leaving plenty of time.
 Please note that only fully completed submissions will be accepted.
 All information must be accurate and comprehensive.

Please click on New Submission on the left hand side of the menu bar. Once you select this option, you will be presented with a choice of submission types.
Please select the Combined (Early Years and School Age Service) option.

TUSLA An Ghníomhaireacht um Leasú agus an Teaghlach Child and Family Agency

Welcome Mary
sac.registration@tusla.ie

Choice

Please select the service variant you wish to register.

Early Years Service	School Age Service	Combined (Early Years and School Age Service)
Centre Based or Childminder	Centre Based or Childminder	Centre Based
Service only provides Early Years	Service only provides School Age Care	Service provides both an Early Years and School Age Service
+ Early Years	+ School Age Service	+ School Age Service

You will then be guided through a sequence of tabs in order to complete the Early Years Part 1 Section of the application form in order to re-register your Early years Service. Steps that require a lot of information have a 'pop-up' data entry form.

Note: mandatory fields are denoted with an '*'; you cannot proceed until you enter values in these fields.

There is a step by step Wizard to help you complete the submission. Guidance on completing each step is available by clicking the adjacent green information buttons.

As you work through the Wizard, the progress bar will advise what percentage of the form has been completed. Just click the 'Save & Next' button after each step to save the data entered so far and proceed to the next step.

The first tab for your Early Years Service submission is shown below. It is the '**Start**' tab, and it will advise you on what you will need to do in order to complete the submission, and also provides a support email address, and a link to a list of documents that will need to be uploaded later.

TUSLA An tSúilbhreathúil na Léinn óige na hÉireann Child and Family Agency

Welcome 123
com@tusla.com

Early Years Service

Start General Rooms Service Details Employment Registration Qualifications Service Questions Insurance Upload Document(s) Payment Finish

Here is what you need to do to make a submission.

While creating your submission you will be asked to:

- Provide details of the Early Years Service - Standalone.
- Provide details of proposed Registered Provider(s) and Person in Charge (if applicable).
- Provide various other information relating to the service.
- Upload scanned copies of relevant documents.
- Pay a single processing fee of either €40 or €60 to cover the processing of your submission.
- **Note:** A valid credit card is needed in order to make any payment.
- For any queries relating to the content of the application, please contact us at ey.registration@tusla.ie.

[Click here for a list of required documents.](#)
[Click here for a guidance note re requirements regarding Fire and Planning.](#)

Note: You will need access to a printer, this is so you can print a declaration, sign it and scan it for upload to Tusla.

On the '**General**' tab, please enter general information about the business and the Early Years service offered.

On the '**Rooms**' tab, please enter information about the rooms used in the Early Years service offered.

On the '**Service Details**' tab, please enter the specific information requested on your Early Years Service. This includes the Company Registration Number. A sample picture of this screen is shown overleaf.

You will also need to specify details of the people filling the different roles in the service. In the case of the Registered Provider role, this is done by clicking the green button, as demonstrated below:

Once this is selected, a new window appears, where specific detail can be entered for a registered provider.

Note: if there are two registered providers in the business, that the button should be clicked again, and the details of the other registered provider can then be entered.

If the Person in Charge is different to the Registered Provider(s), please enter the details of the Person in Charge. This is done by clicking the green button similar to above.

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On the '**Questions**' tab, a range of specific questions need to be answered.

On the '**Insurance**' tab, the details of all relevant insurance policies should be provided.

On the '**Upload Documents**' tab, show below, the following documentation must be submitted:

(A) Documents required by 12th December for Re-Registration:
Garda vetting/Police vetting for the proposed Registered Provider and person in charge (<i>if different</i>) Garda Vetting should be dated within the last 36 months if existing vetting documents are not within the last 3 years please note that you should proceed to submit this with your application but you will need to supply an up to date one when received.
Garda vetting/Police vetting for the "second person" if required (<i>Childminders/Single Person Operations only</i>)
Two references for the proposed Registered Provider
Certificate or Registration Number from the Companies Registration Office for services operated by a company
Proof of identity of the proposed Registered Provider
Certificate of Insurance or written confirmation of insurance cover
Statement of Purpose and Function
Safety Statement (<i>Not required for Childminders or Single Person Operations</i>)
Signed Declaration

Please note: the following documentation does not need to be submitted at application stage but will be required to be provided by June 2020:

(B) Documents required to be submitted by 30th June 2020:

Floor Plans (*Indoor/Outdoor*)

Policy on Managing Behaviour

Complaints Policy (*Not required for Childminders*)

Policy on Administration of Medication

Policy on Infection Control

Policy on Safe Sleep

Fire Certification

Planning Permission

References for Board of Directors /Management where applicable

Once all the relevant documentation has been uploaded on this page, please proceed to the Payment Tab.

On the '**Payment**' tab, you will need to make the appropriate payment as per the requirements of the regulations. You will need a valid credit card or debit card.

Once payment is processed, you will need to go to the 'Finish' tab and you will be invited to submit Part 1 of the application, and receive a unique ID application number.

You will also receive an automated email from the Portal confirming the submission of your application. A Registration Support Officer will be in contact via the portal in due course once your application has been assessed.

You will then be invited to complete Part 2 of the application form for your School Age Section of your service.

This can be completed in January 2020 as the Early Years Section is being prioritised at present due to the re-registration deadline.

Part 2 will follow the same format outlined above but will require information and documentation on the School Age Section.

Note: there are less tabs needed in this submission, as much of the information provided in the Early Years Service submission is also relevant to this submission. Also, no additional payment will be needed.