

**29<sup>th</sup> November 2019**

**Re: Renewal of Registration for Early Years' Service Providers**

Dear Service Providers,

I write to provide further clarification and assurances regarding the renewal of registration process. From the feedback received, I am aware that some service providers are finding aspects of the process challenging. This letter aims to address these concerns and provide further clarity on what is expected and required by both the 12<sup>th</sup> December 2019 and the 30<sup>th</sup> June 2020.

Firstly, as advised earlier this week we have streamlined the process into two phases in order to assist you and make the re-registration process as straight forward as possible.

Phase one is where essential documents are required by the 12<sup>th</sup> of December 2019. They are:

- Garda vetting for registered provider and person in charge
- Two references for the registered provider
- Certificate or registration number
- Proof of identity for the registered provider
- Confirmation of insurance cover
- Statement of purpose or function
- Safety statement
- Signed declaration

Phase two is for documents for which the deadline is been relaxed, and can be submitted up until June 30<sup>th</sup> 2020 (without affecting registration) are based on feedback from providers.

These are:

- Floor plans
- Policy on managing behaviour
- Complaints policy
- Policy on the administration of medication
- Policy on infection control
- Policy on safe sleep
- Fire certification
- Planning permission

- . Garda vetting for boards of management (where relevant)

Further information on these phases and useful documents can be found at

<https://www.tusla.ie/services/preschool-services/>

***If you have submitted your application:*** we are progressing your application and if we require clarification on the application we will revert to you through the portal by email. We will advise you by email before 31<sup>st</sup> December regarding the outcome of your application.

***If you have not submitted your application:*** We encourage you to submit the essential documents prior to December 12<sup>th</sup> to ensure you can continue to operate as normal from the 1<sup>st</sup> January. The other documents as outlined above can be submitted before June 30<sup>th</sup> 2020.

Our primary concern is the safety of children. Our aim is for service providers to be registered by the deadline, whilst also ensuring that due attention is been given to the key requirements to keep children as safe as possible.

Secondly, we have been advised that your local City/County Childcare Committee are available to support you with any queries and can be contacted at <https://myccc.ie/>

Finally, Tusla has set up a dedicated portal to assist providers. A call back support system was also set up to assist providers with submitting the relevant materials and this support is in place from 9am to 9pm Monday to Friday and 9am to 1pm on both Saturday and Sunday up to the registration deadline date of December 12<sup>th</sup>

The call-back email address is: [portalsupport@tusla.ie](mailto:portalsupport@tusla.ie) for assistance.

If you have a query for this call-back system please email the address above and a member of the team will contact you to assist you.

Also, non ICT queries can be directed to [ey.registration@tusla.ie](mailto:ey.registration@tusla.ie) and will be answered Monday – Friday 9am – 5pm and 9am to 1pm on both Saturday and Sunday up to the registration deadline date of December 12<sup>th</sup>.

**Kind regards**

**Fiona McDonnell**

**National Service Director**

**Children's Services Regulation**

