

**Registration Office  
Early Years Inspectorate  
2<sup>nd</sup> Floor  
Estuary House  
Henry Street  
Limerick  
061 461 715**



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

**Re: Completion of Registration of School Age Services**

**Dear Provider,**

I hope this correspondence finds you and all in your service well during these challenging times. I would like to take this opportunity to update you in relation to the completion of your registration of your school age service.

As you are aware, school age services have been required to register with Tusla since 2019 and many services did so at that time. To assist providers who operate a preschool service, priority was given to the completion of preschool registration renewals, with school age registration to be completed later. A date for school age registration application completion was envisaged for early summer 2020 but was postponed due to Covid-19.

In order to conclude this initial phase of registration of school age services, I am now writing to all individuals/services with open applications to advise you of the final deadline for completion of your application. Please note that all open applications must be completed by **Friday, 16<sup>th</sup> April, 2021**. This is the final deadline for submission, I would encourage you to have the required documentation completed and submitted in advance of this deadline to allow time for any follow up that may be needed. If you have not completed your application by this date, it will be assumed that you do not operate a school age service, and your application closed. If so, a new registration application will be required thereafter.

All documents should be submitted through the application portal. You have already been advised, following assessment of your application, of all outstanding documentation required for submission. Only completed applications with the correct supporting documentation will be processed as application teams will not have the capacity to assess documentation on a partial basis. For your application to be accepted, your submitted policies must align with the relevant online guidance. In addition, your application must also include a Child Safeguarding Statement compliant with the requirements of Part 11(3) of the Children First Act 2015. These statements should be up to date and dated within the last 24 months.

Please see below for your assistance

1. [https://www.tusla.ie/uploads/content/School\\_Age\\_Childcare\\_Policies\\_Registration\\_Checklist\\_version\\_1.02.pdf](https://www.tusla.ie/uploads/content/School_Age_Childcare_Policies_Registration_Checklist_version_1.02.pdf)
2. <http://childsafeguardingelc.ie/resources-publications/>

It is essential to prioritise the completion of the registration process. All school age services must be on the school age register in order to operate. If you are operating a preschool service as well as a school age service, you must 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 461715

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.

Further assistance in relation to your registration application is also available from your local City/County Childcare Committee at [www.myccc.ie](http://www.myccc.ie).

I hope you all have a very Happy New Year.

**Yours sincerely,**

**Jane Hayes**  
***Interim Registration Manager,***  
***Early Years,***  
***Children's Services Regulation,***  
***Quality Assurance Directorate,***  
***Second Floor, Estuary House, Limerick***