

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



**April 9th, 2021**

**Re: Final Reminder for Completion of Registration of School Age Services**

**Dear Provider,**

As you are aware, school age services have been required to register with Tusla since 2019. We wrote to you on 18<sup>th</sup> January 2021 and 18<sup>th</sup> March 2021 advising that the final submission date for all open applications is **Friday 16<sup>th</sup> April 2021**. 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.

I am again writing to all individuals/services with open applications to advise you that there are 5 working days to the deadline. If a completed application is not received it will be assumed that you do not operate a school age service, and your application will be closed.

Only completed applications with the correct supporting documentation will be processed. For your application to be accepted, your submitted policies must comply 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/>
3. An online webinar is also available on our website.

Applications received after April 16<sup>th</sup> will not be processed and will be closed. Applications received that substantially do not meet with the requirements outlined above will also be closed. This restriction does not apply to new service applications received post April 16<sup>th</sup>.

All guidance to assist you with the application is available on the Portal and on our website [www.tusla.ie](http://www.tusla.ie)

Priority assistance in relation to the completion of your registration application is available from your local City/County Childcare Committee at [www.myccc.ie](http://www.myccc.ie). Please contact them for any queries you may have or for any support you require.

Due to the large volume of applications the school age registration team can be contacted for urgent issues only at this time via:

- Email – [sac.registration@tusla.ie](mailto:sac.registration@tusla.ie)
- Phone - 061 461718

Please ensure that you supply your submission number with your query.

**Yours sincerely,**

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