

## Re-registration – Your Questions Answered

### When do I need to apply?

Service Type	Application Process	By When
Early Years with a School Age Service Registered under SDF June 2016	Two part application process on Portal, portal open now	School age as soon as practicable but application should be made month of September 2019 to meet scheme deadlines. Advise application for Early Years' Service to be made at same time due to volumes
Early Years without school age Registered under SDF June 2016	Application available via portal	Application Process for renewal of applications will be open from September 24 <sup>th</sup> 2019, registration applications to be completed by December 31 <sup>st</sup> , 2019.
Early Years' Service registered by application post June 2016	Application via Portal	You will be required to renew your registration on the third anniversary of your registration, e.g. services registered late 2016 or since will need to renew their registration before the third anniversary of their registration, please check your certificate, applications are made via the portal using the Early Years option.
Early Years' Service registered by application post June 2016 <u>who operate a School Age Service</u>	Must register their School age service now via the online portal but must choose the "School Age Service – Standalone" option	The school age aspect of your service must be registered as soon as practicable but advise no later than month of September 2019 and your Early Years' Service on or before the third anniversary of original registration.

### How do I apply?

All applications must be made online using the portal <https://portal.tusla.ie/Account/Register>. If you are having difficulty accessing or using the portal you can contact Tusla directly using the following email address: [portalsupport@tusla.ie](mailto:portalsupport@tusla.ie)

Hard copy/posted applications will not be accepted.

### What documents are required for Registration with Tusla?

There are a number of documents that need to be uploaded to the portal as part of the application process. Tusla advises that the documents should be scanned and not a photograph. The attached checklists have been developed to assist you in ensuring you have all the required documentation to hand.

### Do I need Planning Permission?

Early Years and School Aged Services are considered to be commercial entities and therefore subject to appropriate planning permissions. We have developed the below guidance document with some useful information about locating or obtaining the required documentation.

**Contact us: 01 4057103 or [eyes@earlychildhoodireland.ie](mailto:eyes@earlychildhoodireland.ie)**

### **How do I get a Fire Safety Certificate?**

Fire Safety in Pre-Schools 1999 sets out the requirements for Early Years settings to meet in respect of the fire safety. It sets out specifically the responsibilities of providers to comply. We have developed the below guidance document with some useful information about obtaining your fire safety certificate.

### **Whose Garda Vetting do I need to submit with my application?**

As part of the registration and renewal of registration process, Tusla require that you submit up to date Garda Vetting for Registered Providers, Persons in Charge and or Boards of Management who have regular access and contact with children as part of their role and function. The vetting must be within the last three years at the date of application.

Therefore, to ensure you have the above in time, its worth getting your Garda Vetting applications in to us here in Early Childhood Ireland now. This is a free benefit as part of your membership.

Click on the below link for more information and guidance about garda vetting or you can contact one of the members of our Garda Vetting team directly on **01-4057102**

<https://www.earlychildhoodireland.ie/work/operating-childcare-service/garda-vetting/>

### **How do I go about getting the required policies?**

We have template policies available for members on [our download library](#) (please note you will need to be logged in to access the policies). Policies can be downloaded and adapted for your service. If you need help with developing your policies, please get in touch. As part of our Early Years Employer Service we offer an add on service of policy development in consultation with you, get in touch to find out about pricing.

RENEWAL OF REGISTRATION OF EARLY YEARS' SERVICE CHECKLIST

Garda vetting/Police vetting for proposed registered provider and person in charge (if different).	
Two references in respect of the proposed registered provider, and in respect of the person in charge (if different)	
In the case of sole providers and child minders vetting for the second or emergency person.	
Floor plan of the interior design of the centre giving details of the dimensions of all rooms intended for children's use, also indicating owner's/staff rooms.	
Plan of any outdoor area available for children's use.	
Evidence of registration from Companies Registration Office, where applicable.	
Proof of identity of the proposed registered provider (copy of passport or driving licence are the only acceptable documents).	
Copy of the Certificate of Insurance or written confirmation of insurance cover	
Copy of Statement of Purpose and Function	
Copy of Safety Statement	
Copy of Policy on Managing Behaviour	
Copy of Complaints Policy	
Copy of Policy on Administration of Medication	
Copy of Policy on Infection Control	
Copy of Policy on Safe Sleep.	
Copy of planning permission for service (if not available please see guidance note)	
Copy of fire safety certification documentation if available, (if not available please see guidance note)	
Details of Board of Management. (Please provide: Name, Role and Function)	
Vetting for Members of Boards who have access to children. (Please provide: Certificate(s) of Disclosure)	

## Planning Permission Requirements for Registration – A Guideline

Early Years and School Aged Services are considered to be commercial entities and therefore subject to appropriate planning permissions.

Existing planning permission documents: if a property has planning, then a copy of the planning permission is generally kept by the owner of the property, so it is worth considering the following:

- If you are the owner of the property, then a copy of planning documentation is often kept with the deeds of the building so you can check this with your solicitor who may know where the deeds are stored if you do not have them yourself.
- If you rent the property, you could request a copy of the planning permission from the landlord.
- If it's a community building, the board of management may have a copy of the planning permission.

If the owner can't find the document, a copy may be obtained from the local planning authority that granted it.

You can find your local authority [here](#)

Application for retention permission: where a service does not have planning permission but requires it, they can apply for 'Retention Planning Permission', this is the same procedure as an ordinary planning application and requires:

- A completed Application Form
- Relevant drawings (incl. site location map) x 6 copies
- Site Notice
- Newspaper notice
- Planning Fee - €10.80 per sq. metre of gross floor space or part thereof (minimum €240)

Typically, the applicant will be notified of a decision within 2 months and final grant within 3 months. This may take longer if further information is requested.

Where a service has been operational for 7 years or more (Pre 2012 and this operation has been continuous with no interruption (except for periods of closure for holidays) then Tusla will accept a sworn affidavit that the service has been operational for seven or more years continuously in the location to which the application applies. A sworn affidavit is a legal document so you should contact your solicitor who can provide you with that.

## Fire Safety Certificate Requirements for Registration – A Guideline

[Fire Safety in Pre-Schools 1999](#) sets out the requirements for Early Years settings to meet in respect of fire safety. In order to be compliant, providers must ensure that they get correct fire safety certificate for their service. This is usually done when they commence operation.

The first step is to submit a Fire Safety Certificate application to the Building Control Section of the local authority (to the fire officer). Usually a Fire Safety Certificate application is made by a Fire Safety Consultant, Architect or Engineer who is familiar with the Building Regulations and the procedure for applying for a Fire Safety Certificate. Relevant documents, requirements, and advice should be sought from the relevant local authority. List of local authorities can be found [here](#)

**Application process:** the application should contain:

- A completed Application Form
- Relevant drawings (in duplicate)
- A fire safety report
- The appropriate fee (€2.90 per square meter floor area (for the part of the building which the Fire Safety Certificate Application relates to). The minimum fee is €125 and the maximum fee is €12,500 regardless of floor area)

**Time taken:** The Building Control Authority must notify the applicant of the decision on the application within two months of the application date or within such extended period of time as may be agreed between the applicant and the Authority at any time. A fire certificate can be submitted at the same time as a planning application, but it is advisable to wait until permission is granted in case the local authority impose conditions with design changes.

### Additional Requirement

In addition, to the Fire Safety Certificate, depending on your registration category, you may require a visit, risk assessment, confirmation that works were carried out in accordance with the planning application or report of compliance with the Fire Safety in Preschools document from a 'competent person'.

The registration categories are laid out here: -

[https://www.tusla.ie/uploads/content/Fire\\_and\\_Planning\\_Requirements\\_for\\_Early\\_Years\\_Services\\_Re\\_Registration.pdf](https://www.tusla.ie/uploads/content/Fire_and_Planning_Requirements_for_Early_Years_Services_Re_Registration.pdf)

Tusla define a competent person as either an architect, a building surveyor or a chartered engineer. You can find [architects](#), [building surveyors](#) and [chartered engineers](#) that would meet Tusla's requirements at these links, and it is a matter of finding someone close to your location who would be willing to undertake the tasks to fulfil the requirement.

## REREGISTRATION FAQ

**1. I operate a parent and toddler group. Do I need to register?**

No. There is no obligation currently for parent and toddler groups to register with Tusla.

**2. I am worried I won't have my fire safety certificate ready in time. What can I do?**

Tusla have advised providers that if they do not have their fire safety certificate available to upload to the portal at the time of re-registration, a Risk Assessment Report completed by a competent person must be submitted with the application for re-registration. Any immediate risks identified by the report must be addressed. Providers will have no more than 6 months from the date of submission to have any non-urgent outstanding matters of compliance with the code of practice for Fire Safety in Pre School Settings completed.

Further details available here: -

[https://www.tusla.ie/uploads/content/Fire\\_and\\_Planning\\_Requirements\\_for\\_Early\\_Years\\_Services\\_Re\\_Registration.pdf](https://www.tusla.ie/uploads/content/Fire_and_Planning_Requirements_for_Early_Years_Services_Re_Registration.pdf)

**3. I run an ECCE only service in the mornings with only 10 children. I signed the declaration for Tusla in June 2016. I never had to submit all these documents before. Do I need to go through this process?**

Under the Regulations an ECCE only service is a sessional service as it is a pre-school service offering a planned programme to pre-school children for a total of not more than 3.5 hours per session. Therefore, any ECCE only service that signed the SDF in 2016 with Tusla so as to be registered with Tusla as per the regulations must apply to renew that registration when the portal for standalone early years services opens for applications.

**4. I was inspected last year. Do I need to re-register?**

Yes, you still need to apply for registration depending on service type as per the table above.

**5. I think the 7-year rule for planning applies to me and I can submit the affidavit as part of my application. What should it say?**

If you are operating your service in the same premises since before 2012 and planning permission is not available for the premises, but you have operated without interruption of service, then the 7-year rule **may** apply to you. The sworn affidavit is a legal document and you will require your solicitor to draft it and have it sworn. Your solicitor will advise of exact wording required.

**6. I have operated a small sessional preschool in my converted garage for 18 years, will I need to re-register with Tusla?**

Yes, all early years services that registered under the SDF process in 2016 will have to re-register before the end of 2019. This includes sessional preschools.

**7. If we recently submitted a change in circumstances form to Tusla to change from sessional to part-time, will we still need to re-register our early years service?**

Yes, services that have recently submitted a change in circumstances form to Tusla will still have to go through the re-registration process and submit the required documentation.

**8. When does re-registration for pre-schools have to be completed by?**

The re-registration process must be completed by the end of December 2019

**9. I have a sessional preschool and have a fire certificate and planning permission. Do I need to get the requirement 2 on Tusla's fire and planning document? Will I need the report by the competent person?**

Yes. If a service has a fire safety certificate and planning permission, they will still need to get requirement 2 on the fire and planning document.

**10. I am a sessional service; do I need to submit a safe sleep policy?**

If there are no children sleeping the service, then a safe sleep policy does not need to be submitted.

**11. Do I need to hire a professional to draw floor plans to submit to Tusla as part of re-registration?**

Floor plans can be drawn yourself, as long as they are clear and include measurements.

**12. Where do I find the 'Fire Safety in Preschools 1999' document?**

[This document can be found here.](#)